

GEORGETOWN UNIVERSITY
Residence Hall Common Area Inspection Form

Complex: _____ Area Covered: _____

Inspected By: _____ Phone #: _____ Date Inspected: _____

ITEM/AREA INSPECTED	CONDITION/WORK REQUIRED (specific locations please)	NOTES (specify chronic or vandalism) & WORK TICKET #
CORRIDORS		
Bulletin Boards		
Carpet		
Ceilings/ Ceiling Tiles		
Doors/Windows		
Fire Alarms/Extinguishers		
Lights/ Exit Signs		
Light Fixtures/Bulbs		
Mirrors		
Telephones		
Walls		
LOUNGES		
Carpet		
Ceiling/ Ceiling Tiles		
Furniture		
Kitchen Area		
Microwave		
Recycling Bins		
Television Set		
Windows/Blinds, etc.		
Elevator Area		
Trash Room/ Area		

ITEM/AREA INSPECTED	CONDITION/WORK REQUIRED (specific location please)	NOTES (specify chronic or vandalism) & WORK TICKET #
BATHROOM ACROSS FROM ROOM NUMBER:		
Sinks/Faucets/Mirrors		
Toilet Seats/Toilet Paper Dispensers		
Stall Doors		
Light Bulb/Covers, etc.		
SHOWER AREA ACROSS FROM ROOM NUMBER:		
Shower Heads/Faucets		
Shower Curtains		
Fans/Ventilation		
Tiles		
BATHROOM ACROSS FROM ROOM NUMBER:		
Sinks/Faucets/Mirrors		
Toilet Seats/Toilet Paper		
Stall Doors		
Light Bulbs/Covers, etc.		
SHOWER AREA ACROSS FROM ROOM NUMBER:		
Shower Heads/Faucets		
Shower Curtains		
Fans/Ventilation		
Tiles		

Additional Comments: _____

Return completed form to your Senior Staff by the date indicated on the inspection calendar. Forms should then be delivered to Housing Operations, 100 Harbin Hall before 5:00pm.

If you have any questions, please see the following sample.

SAMPLE

GEORGETOWN UNIVERSITY Residence Hall Common Area Inspection Form

Complex: Harbin Area Covered: Second Floor

Inspected By: Heather Malneritch Phone #: 7-5102 Date Inspected: Sept. 15, 2004

ITEM/AREA INSPECTED	CONDITION/WORK REQUIRED (specific locations please)	NOTES (specify chronic or vandalism) & WORK TICKET #
CORRIDORS		
Bulletin Boards	OKB a few tears in the one outside of 201	
Carpet	Outside of all shower rooms, damp	
Ceilings/ Ceiling Tiles	Fine	
Doors/Windows	Stairwell door missing crash bar on the side that faces the stairs	
Fire Alarms/Extinguishers	OK	
Lights/ Exit Signs	Exit sign by elevator is missing the back side	
Light Fixtures/Bulbs	Light outside of 209 is out	
Mirrors	N/A	
Telephones	N/A	
Walls	Some chipping of the yellow, purple, and red walls	
LOUNGES		
Carpet	One large stain in the middle of the lounge	
Ceiling/ Ceiling Tiles	Stains on ceiling above the stove	
Furniture	Missing one end table	
Kitchen Area	Fine	
Microwave	Working well	
Recycling Bins	In Corridor	
Television Set	N/A	
Windows/Blinds, etc.	Fine	
Elevator Area	Carpet is worn in front of elevator	
Trash Room/ Area	Good	

ITEM/AREA INSPECTED	CONDITION/WORK REQUIRED (specific location please)	NOTES (specify chronic or vandalism) & WORK TICKET #
BATHROOM ACROSS FROM ROOM NUMBER: 209		
Sinks/Faucets/Mirrors	Good	
Toilet Seats/Toilet Paper Dispensers	Toilet second from right doesn't flush	
Stall Doors	Good	
Light Bulb/Covers, etc.	Good	
SHOWER AREA ACROSS FROM ROOM NUMBER: By room number 202		
Shower Heads/Faucets	Shower head on 2 nd shower on right missing	
Shower Curtains	All there	
Fans/Ventilation	Works OK	
Tiles	Dirty	
BATHROOM ACROSS FROM ROOM NUMBER: 213 223		
Sinks/Faucets/Mirrors	Good	Good
Toilet Seats/Toilet Paper	Not enough toilet paper over the weekends	Good
Stall Doors	Fine	Good
Light Bulbs/Covers, etc.	Good	Good
SHOWER AREA ACROSS FROM ROOM NUMBER: By the lounge		
Shower Heads/Faucets	All there; shower leaks when you shower	Good
Shower Curtains	Too short for the showers	Too short for the shower
Fans/Ventilation	Working	Gets steamy
Tiles	Look dirty	Look dirty

Additional Comments: _____

Return completed form to your Senior Staff by the date indicated