



Griffith | Halls of Residence

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Office use:
Date Stamp

Student Living
in the heart of Dublin City...

Student Apartment Inventory Checklist 19/20

Date:	Reported by Resident's Name <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
Apartment Number:	Bedroom letter:																				

Dear New Resident,

We carry out a thorough inspection of the apartment at the start of term and log any wear and tear. We provide this checklist to you so you may do the same. Please use the following list for your bedroom, shower room and communal areas to report any issues e.g. please put a note after any item listed that may require attention, is missing or worn/damaged. Please return this completed form to the check-in area/Accommodation Office within 3 days of checking-in. If this document is not returned we will assume it is confirmation that all items are present and in good repair.

Please be sure to record your name, room number and date at the top of this document.

Item/location		Your Comments
Hall Area		
Front Main Door - Signage on back of door		
Fire Exit Route (black and green)	<input type="checkbox"/>	
Fire Action (red and blue)	<input type="checkbox"/>	
Emergency telephone Numbers	<input type="checkbox"/>	
Health&Safety Reminder	<input type="checkbox"/>	
Refuse and recycling information	<input type="checkbox"/>	
Front Main Door – Handle		
Front Main Door – Door closer		
Front Main Door - Security “Spy Hole”		
Front Main Door - Architrave/ frame		All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times.
Ceiling light bulb(s)		Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal

Ceiling light shade(s)		
Electricity Fuse Box		
Skirting Boards		
Storage Heater		Please leave wall switch in the “on” position during the winter; these heaters store heat late in the evening and release it during the daytime
Bedroom Doors, Handles & Architrave/ frames (Exterior)		
Shower room Doors, Handles & Architrave/ frame (Exterior)		
Kitchen/Living Room Doors, Handles, Push Plates& Architrave/ frames (Exterior)		
Carpet		
Paintwork (walls and ceiling)		

Kitchen / Living Room Area		
Living Room Area		
Kitchen Door, Handles & Architrave/ frame		
Kitchen Door Closer		All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times
Skirting Boards		
Living Room Heater		Please leave wall switch in the “on” position. During the winter; these heaters store heat late in the evening and release it during the daytime
Ceiling light bulb(s)		Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Ceiling light shade(s)		
Dining table		
Dining table chairs (please note the number of chairs present)		
If you have a TV set you are responsible for the TV licence		
Display stand/wooden shelf unit		
Window Blind		
Window Glass		
Window Ledge – interior and exterior		
Window Frame		

Window Vent		
Window Limiter/restrictor		This is a security feature; please immediately report any issues with it.
Sofa(s)		
Coffee table		
Picture(s) in living room		
Carpet		
Paintwork (walls and ceiling)		

Kitchen Area		
Fridge unit: Trays Shelves Ice Box Door		Please ensure you regularly defrost the ice box/freezer to avoid a build-up of ice which can damage the unit
Freezer Drawers		
Sink Area: Taps Stopper Draining Board Area* Splash back*		*Please clean using only non-abrasive cleaning products
Microwave (interior and exterior)		
Oven Interior Exterior Baking trays / shelf		
Ceiling light bulb(s)		Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Ceiling light shade(s)		
Cooker Hob		DO NOT STORE ANY ITEMS, ESPECIALLY OIL CLOSE TO THE HOB
Extractor Fan Cooker Hood		Always open a window and switch on the extractor fan before using the cooking facilities
Extractor Fan Filter		
Kitchen Presses Exterior – all doors and handles Interior - all doors and shelves		
Saucepans x3: Small pan Medium pan plus lid Large pan plus lid		
Frying Pan		Please do not use metal utensils on the cooking/frying pans

Chopping Board /Bread Board		Please do not prepare food directly on the countertop. The chopping board is heat resistant and can be used for cooking pots.
Fluorescent light – under upper cupboard		
Electric kettle		
Electric toaster		
Cutlery Box /divided drawer		
Domestic Items		
Large bin with a lid		
Fire Extinguisher		
Fire Blanket (Box Covering) and fire signage		
Iron		
Ironing Board		
Ironing Board Cover		
Clothes horse/ ainer		
Mop		
Bucket for mop		
Vacuum cleaner		Replacement bags are available free of charge from the Accommodation Office
Linoleum and divider strip at carpet		
Paintwork (walls and ceiling)		
Countertop of side-board (please mark on below photos if there is any existing damage/wear and tear)		Please do not place hot pans or cut/chop items on the countertop. Please use the heat resistant chopping board for this
		
Bedroom		Please note which bedroom you are reporting on i.e. if it is: Bedroom A - Ensuite Bedroom B – Main shower room Bedroom _____please specify <i>Please circle your one or write your bedroom's letter in the space provided</i>
Door of Bedroom label e.g. black letters “A”		
Door of Bedroom		

Handles & Architrave/ frames		
Door of Bedroom door closer		All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times
Back of door - Coat Hooks x 2		
Skirting Boards		
Wall Heater		
Ceiling light bulb(s)		Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Ceiling light shade(s)		
If ensuite - Shower room door handles & Architrave/ frames		
If ensuite - Shower room door mirror		
Window Blind		
Window Glass		
Window Ledge – interior and exterior		
Window Frame		
Window Vent		
Window Limiter/Restrictor		This is a security feature; please immediately report any issues with it.
Bed - side of bed - wooden slats - bed end		
Bed Headboard		
Mattress + mattress protector		Check both sides and report any issues
Storage drawers x2 storage under bed		
There should be one of each of the following items per bed space:		
Bedside shelf unit		
Waste paper bin		
Wardrobe - Doors Top Shelf Hanging rail Floor		
Desk Top Study desk Drawer Cupboard		Check for any scratches
Desk Lamp and bulb		

		Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Chair at study desk/seat pad		
Notice board		Please do not attach/pin/stick any posters or items to the walls or furniture. Please only use the noticeboard
Carpet		
Paintwork (walls and ceiling)		
Shower room		Please note which shower room you are reporting on if it is the Ensuite of Bedroom A Main shower room Ensuite Bedroom ____please specify <i>Please circle your one or use your bedroom's letter</i>
Tiles & Grouting – Walls and Floor		
Sink and taps and sink stopper		
Shower curtain		
Soap dish – wall mounted		
Toilet		
Toilet Seat		
Toilet flush button		
Toilet roll holder		
Fixed shelf		
Fixed mirror		
Toilet brush		
Towel rail		
Shower Unit		
Ceiling light		Please switch it off when the shower room is not in use.
Extractor Fan		
Shower room Heater		Please switch it off when the shower room is not in use
Door - lock & handle please test thoroughly and report any issues		
Door and frame		
Door mirror		

Please do not hesitate to contact the Accommodation Office staff if you have any queries or concerns. Please ensure you report any damages, maintenance issues or potential repairs in a timely manner, do not assume someone else will do so e.g. if you notice the shower is slow to drain, please report it before it becomes an issue. You are responsible for maintaining the apartment in a clean and safe condition. Please ensure the bins are emptied regularly, floors vacuumed, linoleum and tiles washed, icebox and freezer regularly defrosted, microwave, hob and oven cleaned, furniture dusted, shower room cleaned, etc.

Accommodation Office