The purpose of the condition of room form is to provide residents with a forum for noting any facilities problems they find in their room upon move-in and protect residents from being charged for damages that they did not cause. Residents should make careful note of all damages and wear and tear on the room.

- Please return this form to Perkins Hall, Room 110 by Friday, September 11.
- If there are any questions about the condition of the room, please contact Bob Byrne, Facilities Manager, at 495-0747 or gsasfm@fas.harvard.edu.
- If a resident indicates that there is a problem in his/her room, it will be addressed as soon as possible. Given that there will be a number of requests immediately after move-in, we ask that you be patient and allow at least two weeks for the problem to be addressed.
- If two weeks have passed and progress has not been made, please contact GSAS Residential Life at gsashouse@fas.harvard.edu.
- Be sure to return this form to the Facilities Office (Perkins #110), even if there are no damages in your room.

Name: ______________________________________ ID #: ______________________________________________________
Residence Hall & Room Number: ____________________________________________________________________________

Peeling Paint    YES  NO  Location: _____________________
Lights/Covers Broken    YES  NO  Location: _____________________
Storm Screen Missing/Removed    YES  NO  Location: _____________________
Broken Shades    YES  NO  Location: _____________________
Holes in Walls    YES  NO  Location: _____________________
Tape Residue    YES  NO  Location: _____________________
Furniture in Poor Condition    YES  NO  Items: _______________________

Comments/Other:
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

Signature: ________________________________   Date: ________________________________