**INVENTORY CHECKS**

Flat & Room No.

Date:

Checked by:

**Windsor House Bedroom Area**

Please take care to check all working facilities are tested and all lights are checked.

| **Bedroom** | **Checked (please tick)** |  **Comments on Condition** |
| --- | --- | --- |
| Wardrobe |  |  |
| Pinboard |  |  |
| Desk |  |  |
| Book Shelves |  |  |
| Bedside Table |  |  |
| Bed & Mattress |  |  |
| Curtains |  |  |
| Chair |  |  |
| Mirror |  |  |
| Door (inc lock & strong arm) |  |  |
| Radiator |  |  |
| Windows |  |  |
| Walls |  |  |
| Ceiling |  |  |
| Carpet |  |  |
| **Ensuite** | **Checked (please tick)** |  **Comments on Condition** |
| Shower (test) |  |  |
| Sink |  |  |
| Plastic Tray |  |  |
| Toilet (flush) |  |  |
| Towel Rail |  |  |
| Toilet Roll Holder |  |  |
| Shower Curtain |  |  |
| Floor |  |  |
| Door |  |  |
| Walls |  |  |
| Mirror |  |  |

Cleanliness......  Good  Average  Needs attention

Maintenance Reported?  Yes  No

General Comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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