ACI Checklist

This checklist serves as a guide for what conditions merit notation as you inspect your apartment. It is important that you:

- Inspect all parts of the room/apartment
- Use detailed and consistent descriptors such as numbers and sizes (inches)
- Avoid using phrases like “good” and “OK”
- If necessary attach a sheet of paper to describe the condition or damage.

Additions to your ACI should be sent to your Residence Hall Coordinator within the timeframe given to you when you checked in. If you do not have or cannot remember this information, please contact your Residence Hall Coordinator or RA directly.

1. Entry
   - Outside/Inside of door: Location, number and/or length of any scratches, tape or sticky substance residue, and/or nail holes.
   - Light fixture: Condition other than intact and working. Globe broken/cracked.
   - Walls: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
   - Molding: Scratched or damaged.
   - Carpet/floor: Size and number of stains, scratches.

2. Living Room
   - Furniture: missing entirely or parts of it (i.e. one of four dining room chairs), stained, chipped, torn, otherwise damaged.
   - Cable/electrical outlets: cover plates cracked or broken.
   - Light fixture: Condition other than intact, Globe broken/cracked.
   - Walls: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
   - Molding: Scratched or damaged.
   - Window: Cracked or damaged.
   - Blinds: Cords, rod, damaged, won’t open/close.
   - Screen: Torn or missing
   - Carpet/floor: Size and number of stains, scratches.

3. Kitchen
   - Stove/oven: Oven/burner(s) don’t work, drip pans stained.
   - Faucet/sink/garbage disposal: Doesn’t work.
   - Refrigerator: Missing/broken shelves, stains, damage to door.
   - Counter tops: Chips, cracks, burn marks.
   - Cabinets/drawers: Scratches, shelving missing, stained.
   - Walls: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
   - Molding: intact, scratched, damaged.
   - Floor: Size and number of stains, scratches.
   - Pantry door/shelves: Scratches, missing handle (if applicable), missing shelving, stained.
   - Light fixture: Condition other than intact and working. Globe broken/cracked.

4. Laundry Room
   - Washer and dryer: Not working, dented.
• Light fixture: Condition other than intact and working.
• Shelves, walls, molding: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
• Floor: Size and number of stains, scratches.
• Door: Location, number and/or length of any scratches, tape or sticky substance residue, and/or nail holes.

5. Hallway
• Walls, molding: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
• Carpet: Size and number of stains.
• Light fixture: Condition other than intact and working. Globe broken/cracked.

6. Bathroom
• Counter tops: Chips, cracks, burn marks.
• Cabinets/drawers: Scratches, shelving missing, stained.
• Mirror/mirror lights: Scratches, chips, cracks.
• Toilet/bathtub: Stained; scratches, chips, cracks; faucets don’t work.
• Soap dish/towel bars: Missing/damaged/cracked.
• Walls: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
• Linoleum: Size and number of stains.

7. Bedroom
• Bed frame/mattress: Missing, Stained, torn, graffiti.
• Dresser: Drawers don’t open/close smoothly; stained, scratched, dented.
• Desk/hutch: Drawers don’t open/close smoothly; stained, scratched, dented, hutch light missing/damaged, note if hutch is standard for building but is not present.
• Closet door/shelf: any scuffing, scratches, dents, nail holes, stains, or paint.
• Window: Cracked or damaged.
• Blinds: Cords, rod, damaged, won’t open/close.
• Screen: Torn or missing or have holes.
• Carpet/floor: Size and number of stains.
• Walls: Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
• Light fixture: Condition other than intact and working. Globe broken/cracked.

8. Balcony
• Blinds: Cords, rod, damaged, won’t open/close.
• Floor/railing: stained, cracked, planks/bricks missing.
• Light fixture: Condition other than intact and working. Globe broken/cracked.