VERY IMPORTANT RCI Checklist

This checklist serves as a guide for what conditions merit notation as you inspect your room. 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.

You must return your copy of the RCI to your RA within 48 hours of check-in with any changes or additions you would like to be re-examined. Your RA will inspect these changes, and add them to the original RCI if s/he agrees with your assessment.

1. Door
   - Outside/Inside of door: Location, number and/or length of any scratches, scuffing, dents, nail holes, stains, or paint.
   - Closet: Location, number and/or length of any scratches, scuffing, dents, nail holes, stains, or paint.
   - Bathroom (if applicable): Location, number and/or length of any scratches, scuffing, dents, nail holes, stains, or paint.

2. Floor
   - Carpet/floor: Size and number of stains, scratches.
   - Bathroom: Size and number of stains, scratches.

3. Furniture
   - 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.
   - Desk Chair: Stained or torn fabric; scratched wood.
   - Dresser, Wardrobe: Scratches, shelving missing, stained.

4. Lights, Ceiling and Bathroom
   - Light fixture: Condition other than intact and working. Globe broken/cracked.

5. Soap Dish/Towel Bars
   - Missing/damaged/cracked.

6. Toilet/Shower/Bathtub
   - Stained; scratches, chips, cracks; faucets don’t work.

7. Vanity/Sink
   - Stained; scratches, chips, cracks; faucets don’t work.

8. Wall 1 (on left w/back to entry door)
   - Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
   - Cable/electrical outlets cover plates cracked or broken

9. Wall 2 (right of wall 1)
   - Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
   - Cable/electrical outlets cover plates cracked or broken

10. Wall 3 (right of wall 2)
    - Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
    - Cable/electrical outlets cover plates cracked or broken

11. Wall 4 (wall with entry door)
    - Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
    - Cable/electrical outlets cover plates cracked or broken

12. Walls-Other
    - Location, number, and/or length of any scuffs, scratches, dents, and/or nail holes.
    - Cable/electrical outlets cover plates cracked or broken

13. Window/Blinds/Screen
    - Cracked or damaged.
    - Blinds: Cords, rod, damaged, don’t open/close.
    - Screen: Torn or missing