

COMMUNAL INVENTORY

Please return this inventory completed to Reception within **48 hours** of your arrival. Ensure you have checked everything in your bedroom no matter how small. Any maintenance issues and/or missing items please report these to Reception/Helpdesk.

FLAT DETAILS

BLOCK:

FLAT:

COMMUNAL FLAT / CORRIDOR	CHECKED	RESIDENT'S COMMENTS
Doors with closers		
Window(s) with handle & restrictor (if applicable)		
Carpets and plastic trims		
Ceilings including heat/smoke detectors		
Painted walls		
Light switches, sensor and wall plug sockets		
Lights and shades/covers		
Radiators		
Fire extinguishers		
Intercom (voice only)		

COMMUNAL KITCHEN	CHECKED	RESIDENT'S COMMENTS
Doors with closers		
Flooring - Vinyl/Carpet		
Ceilings including heat/smoke detectors		
Painted walls		
Light switches and sensor		
Lights and shades/covers		
Pin board (please use pins only)		
Radiators		
Window(s) with handle & restrictor (if applicable)		
Blinds (if applicable)		
Dining table/Breakfast bar (as applicable)		
Dining chairs/Bar stools (please note the number)		
Freezer (check shelves and drawers)		
Fridge (check shelves and drawers)		
Kitchen wall/floor standing units		
Kitchen work surface and appliance sockets		
Sink, draining board and plug		
Oven & grill pan		
Hob(s) (4x circular hot plates above oven)		
Extractor fan and kitchen canopy light (if applicable)		
Waste bins - general, recycling		
Toaster		
Microwave oven and glass turn-plate		
Kettle		
Iron and ironing board		
Dustpan, brush, mop and bucket		
Vacuum cleaner		
Fire blanket		

COMMUNAL BATHROOM (IF APPLICABLE)	CHECKED	RESIDENT'S COMMENTS
Doors with closers		
Flooring - Vinyl		
Ceilings/walls		
Light switches, shades and covers		
Radiators/towel rail		
Window(s) with handle & restrictor (if applicable)		
Toilet and flush handle (if applicable)		
Toilet brush and holder (if applicable)		
Toilet seat and cover (if applicable)		
Basin and tap(s)		
Toilet roll holder		
Vanity light and mirror		
Shower curtain/screen (if applicable)		
Shower head and controls (if applicable)		
Shower wall and flooring (tiled)		

PRINT NAME:

SIGNED:

DATE: