02/09

Dear Student! Please return this check in protocol (CIP) to the Porters office (main entrance) no later than 7 days after your check-in. Forms that are returned later cannot be accepted and we will assume that your room is in a flawless condition which might lead to charges upon check-out for non-reported damages.

Last Name: Arjaldo
First Name: Karaj
Room ID: NB-326
UG/M/PhD:
Year of Study:
Date of Check-In: 30.08.2013
Mailbox No.:

CIP 2013/14

Student Status: [✓] New Student [ ] Returning Student [ ] Leave of absence [ ] Exchange Student [ ] Visiting Student

Vestibule					
Entrance door	[ ] Ok	[✓] Usage marks	[ ] Damaged		
Wall right	[✓] Ok	[ ] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	
Wall left	[✓] Ok	[ ] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	→ coat hanger tip is missing
Wall WC door	[✓] Ok	[ ] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	
Ceiling	[ ] Ok	[ ] Usage marks	[✓] Damaged - Small pin hole		
Wall glassfront	[✓] Ok	[ ] Usage marks	[ ] Damaged		
Floor	[ ] Ok	[✓] Usage marks	[ ] Damaged (scratches)		
Ceiling lamp	[✓] Ok		[ ] Damaged		
Light switch	[ ] Ok	[ ] Dirty	[ ] Damaged	[ ] Damaged	
Intercom sytems	[ ] Ok	[ ] Dirty	[ ] Usage marks	[ ] Damaged	
Laundry Basket (Mercator)	[ ] Ok	[ ] Damaged		[ ] Missing	
Student Room					
Room Smoked in	[ ] Ok			[ ] Smoke Damaged	
Door to student room	[ ] Ok	[ ]	[✓] Usage marks	[ ] Damaged	
Wall door	[ ] Ok	[✓] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	+ (pin hole)
Wall left	[✓] Ok	[ ] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	but manufacturing hole
Wall window	[ ] Ok	[ ] Usage marks	[✓] Major usage marks	[ ] Plaster Damage	+ tape in the wall
Wall bed	[ ] Ok	[ ] Usage marks	[ ] Major usage marks	[ ] Plaster Damage	
Ceiling	[ ] Ok	[ ] Usage marks	[✓] Damaged lots of pin holes		
Floor	[ ] Ok	[✓] Usage marks	[ ] Damaged		
Window glass	[✓] Ok		[ ] Damaged		
Window ledge	[✓] Ok	[ ] Dirty	[ ] Usage marks	[ ] Damaged	→ a bit DIRTY
Window security fixtures	[✓] Ok			[ ] Damaged	
Window frame	[✓] Ok but DIRTY			[ ] Damaged	
Blind	[ ] Ok		[ ] Usage marks	[ ] Damaged	
!} Blind stick	[ ] Ok	[ ] Dirty		[ ] Damaged	[ ] Missing
Curtains, (nordmetall)	[✓] Ok but full of STAINS (DIRTY)			[ ] Damaged	[ ] Missing
Mattress	[✓] Ok	[ ] Dirty	[ ] Usage marks	[ ] Damaged	[ ] Missing
Slatted frame (under mattress)	[✓] Ok	[ ] Dirty	[ ] Usage marks	[ ] Damaged	
Wooden bed frame	[ ] Ok		[✓] Usage marks	[ ] Damaged	
Drawers under bed	[ ] Ok		[ ] Usage marks	[✓] Damaged SCRATCHES	
Duvet	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Pillow	[✓] Ok			[ ] Needs Replacing	[ ] Missing
Mattress cover	[✓] Ok			[ ] Needs Replacing	[ ] Missing
Closet - doors	[✓] Ok - USAGE MARKS + SCRATCHES			[ ] Needs Replacing	[ ] Missing
Closet - Clothes rail	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Closet - shelves	[✓] Ok		[ ] Usage marks	[ ] Damaged	[ ] Missing
Book shelves	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Desk	[✓] Ok but MAJOR USAGE MARKS UNDERNEATH		[ ] Usage marks	[ ] Damaged	
Chair - Light Brown	[ ] Ok		[ ] Usage marks	[ ] Damaged	
Chair Black Office (Nordmetall	[ ] Ok		[ ] Usage marks	[✓] Damaged STAINS + FIBRE out of chair	
Phone	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Phone - Cleanliness	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Phone - Receiver Cable	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Wall Lamps (nordmetall)	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Floor lamp - top (not Nordmetall)	[ ] Ok			[ ] Damaged	[ ] Missing
Floor lamp - bottom (not Nordmetall)	[ ] Ok			[ ] Damaged	[ ] Missing
Floor lamp - shade (not Nordmetall)	[ ] Ok			[ ] Damaged	[ ] Missing
Bedside lamp	[ ] Ok		[✓] Usage marks	[ ] Damaged + bulb is old and scratched	
Bin	[✓] Ok		[ ] Usage marks	[ ] Damaged	
Light switch	[✓] Ok			[ ] Damaged	[ ] Missing
Power outlets	[✓] Ok			[ ] Damaged	

Bathroom

Bathroom door	☐ Ok	☑ Usage marks			☐ Damaged	
Window	☐ Ok but	DIRTY EDGES			☑ Damaged +	SCRATCHED
Blind	☐ Ok	☑ Dirty			☐ Damaged	
Sink	☑ Ok		☐ Damaged		☐ Extra cleaning	
Mirror	☑ Ok		☐ Usage marks		☐ Damaged	
Shelves (NO SHELVES)	☐ Ok	☐ Dirty	☐ Usage marks		☐ Damaged	
Towelrails	☑ Ok		☐ Usage marks		☐ Damaged	
Toilet	☐ Ok		☐ Damaged		☑ Extra cleaning	(THE TOP is DIRTY)
Toilet brush	☑ Ok		☐ Usage marks		☐ Damaged	☐ Missing
Toiletpaper holder	☑ Ok		☐ Damaged		☐ Extra cleaning	☐ Missing
Bin	☑ Ok				☐ Damaged	☐ Missing
Tiles	☑ Ok		☐ Usage marks		☐ Damaged	
Shower - Tiles	☑ Ok		☐ Usage marks		☐ Damage	
Shower - Basin	☑ Ok		☐ Damaged		☐ Needs replacing	
Shower - Basin edges	☐ Ok		☑ Moldy		☐ Needs replacing	
Shower - Glass cubicle	☑ Ok		☐ Damaged			
Shower - Tube	☐ Ok	☑ Dirty	☐ Usage marks		☐ Damaged	
Shower - Shower head	☑ Ok - but	DIRTY	☐ Needs replacing			
Shower - Tap	☑ Ok - but	DIRTY	☐ Usage marks		☐ Damaged	
Shower - Rod	☑ Ok - "	"	☐ Usage marks		☐ Damaged	
Shower - Lime condition	☐ Ok	☑ Light	☐ Heavy			
Shower - Drain	☑ Ok		☐ Blocked			
Locker	☐ Empty	☑ Occupied				

With my signature I hereby confirm that I gave all information above to the best of my knowledge.
I agree to my room being checked if there is information on major damage on this CIP.

Your Signature ..... [signature]

Date ..... 02 SEP 2013

NOTES

- EXTRA DRAWERS by the BED → TOP IS DAMAGED (BURNT)
- THE HEATER IS NOT WORKING (DOES NOT WARM UP)
- BATHROOM LEFT WALL → PLASTER DAMAGED.