

Inventory of Trinity Hall Rooms 2017/2018

The following items listed below are provided by College. Use this sheet to check the items in the room/apartment. Return it to the Hall office within 24 hours of arrival.

PER BEDROOM

- | | | | |
|--|--------------------------|--|--------------------------|
| • Cloth mattress protector on bed | <input type="checkbox"/> | • Bedroom blind/s | <input type="checkbox"/> |
| • Bedroom bin | <input type="checkbox"/> | • Notice board – note any marks/
damage | <input type="checkbox"/> |
| • Desk light | <input type="checkbox"/> | | |
| • Desk Chair (Vinyl back) –
note any tears/rips | <input type="checkbox"/> | | |

PER BATHROOM

- | | | | |
|----------------|--------------------------|--------------------|--------------------------|
| • Bathroom bin | <input type="checkbox"/> | • Toilet brush set | <input type="checkbox"/> |
| | | • Shower curtain | <input type="checkbox"/> |

PER COMMUNAL KITCHEN

- | | | | |
|--|--------------------------|---|--------------------------|
| • 1 plastic washing up basin | <input type="checkbox"/> | • 1 kettle | <input type="checkbox"/> |
| • 1 fire extinguisher in the kitchen | <input type="checkbox"/> | • 1 toaster | <input type="checkbox"/> |
| • 1 fire blanket in the kitchen | <input type="checkbox"/> | • 1 sink rack | <input type="checkbox"/> |
| • 1 dust pan and brush | <input type="checkbox"/> | • 1 vacuum cleaner with steel/plastic
hose, plastic tube, head and bag | <input type="checkbox"/> |
| • 1 sweeping brush | <input type="checkbox"/> | • 1 free-standing general waste bin | <input type="checkbox"/> |
| • 1 mop and bucket | <input type="checkbox"/> | • 1 green rectangular recycling box
(or an alternative large recycling bin) | <input type="checkbox"/> |
| • 1 worktop saver (glass) | <input type="checkbox"/> | • Fridge/Freezer – with a selection of shelves
and drawers (note any missing or damaged
pieces) | <input type="checkbox"/> |
| • 1 microwave with a glass plate | <input type="checkbox"/> | • Oven – 2 silver racks OR 1 silver rack & 1
black tray | <input type="checkbox"/> |
| • 1 sofa and 2 Armchairs
(note any rips or damage to the fabric) | <input type="checkbox"/> | (2 trays in total) | <input type="checkbox"/> |
| • Kitchen table and chairs
(1 chair per person in the kitchen
/ wooden back) | <input type="checkbox"/> | | |

Do not assume someone else will report damages. Use the space below to record any further damage (e.g. chips or marks on paintwork and walls, cracks in plaster work, broken ceiling tiles, broken fridge/freezer shelves, tears on seat pads of chairs, marks and stains on lino, carpet, furniture, notice boards, doors etc.) Remember to check the communal hallway also and note any damage to carpet, paintwork, ceiling panels.

Please do not report urgent maintenance (e.g. lights out of order, blocked sink/toilet, not working appliances) on this sheet but send them to **thallfix@tcd.ie**

Use the back of the sheet if you need more space.

Name (block capitals): _____

Signature: _____

Room No: _____

Date: _____