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
- Bedroom bin
- Desk light
- Desk Chair (Vinyl back) – note any tears/rips
- Bedroom blind/s
- Notice board – note any marks/damage

PER BATHROOM
- Bathroom bin
- Toilet brush set
- Shower curtain

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

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.

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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): __________________________ Room No: ______________
Signature: __________________________ Date: ______________