



The **Room Condition Form (RCF)** is an assessment and inventory of the condition of your room/suite and all its furnishings. You will be given an opportunity to review the RCF online order to make additions or deletions. If you reside in a suite style room, you will be given an opportunity to review the Suite Condition Form.

### **STATEMENT OF AGREEMENT**

I understand that I am responsible for the condition of my assigned room, including its contents of furnishings and equipment. I understand that I am financially liable for any lost room furniture or any damage to the room or its contents.

I understand that residents are held jointly responsible for damage in their assigned rooms and common areas with their respective roommates and suitemates.

I understand that a charge will also be submitted if my room key is not returned to a staff member during the check-out process. The charge for a room key will be enough to cover the cost of changing any necessary locks and cutting new keys.

I understand that University furniture must remain in the assigned room/suite or public area at all times. If any furniture is missing, I will be billed for the replacement cost of the item.

I understand that the check-out condition must be similar to the check-in condition, within reasonable wear and tear.

I understand that University staff members perform final damage assessments after the residence halls are completely vacated, and that final damage billing will be issued to me, if necessary after I move out.

I understand that if I leave without signing the RCF and do not properly check-out with a staff member, I will be charged an improper check out fee and accept staff judgment on the condition of the room. Therefore, all subsequent charges for damages assessed by staff are *not subject to appeal*. However, if I go through check-out properly, I reserve the right to appeal any charges. Appeals must be submitted in writing to the Office of Residence Life, ten business days after receipt of the bill.

**Billing and Fine Fees**

- \* These charges are fines as well as fees and are not to be split amongst those who caused the damage

Item	Service Provider	Cost	Item	Service Provider	Cost
Baseboard Replacement (4 Floor lengths)	Contracted Services	\$50	Hinge Replacement	University Locksmith	P&L
Bathroom Mirror Tray	Services Vendor	\$30	Horn Replacement/Strobe Light	EHS	\$25-\$125
Bathroom Stall Latch	University Plumber	\$30	Improper Check out *	Residence Life	\$35
Bathroom Stall Repair	Contracted Services	P & L	Improper Room/Suite Change*	Residence Life	\$35
Bed Frame	Services Vendor	\$75	Key Cut/Lock Set Replacement	University Locksmith	\$125
Bookcase	Contracted Services	\$115	Light Cover Replacement	University Electrician	\$35
Bulletin Board Installation	University Carpenter	\$40-\$75	Light Fixture Replacement	University Electrician	\$90
Cable Equipment Replacement	Comcast	\$60 or P & L	Light Switch Replacement	University Electrician	\$15
Carpet Cleaning	Contracted Service	\$50/HR	Mattress	Services Vendor	\$110
Carpet Replacement (Hall)	Contracted Service	P & L	Mirror Replacement	Services Vendor	\$70
Carpet Replacement (Room)	Contracted Service	P & L	Night Stand	Services Vendor	\$150
Carpet Replacement (Suite)	Contracted Service	P & L	Paint Ceiling	Contracted Service	P & L
Ceiling Tile Replacement	Services Vendor	P & L	Paint Entire Bedroom	Contracted Service	\$700
Closet Replacement	University Locksmith	\$160	Paint Entire Suite	Contracted Service	\$1500
Cushion Couch (1-Seater)	Services Vendor	\$1000	Paint Touch-Ups	Contracted Service	P & L
Cushion Couch (2-Seater)	Services Vendor	\$1500	Paint One Wall	Contracted Service	P & L
Cushion Couch (3-Seater)	Services Vendor	\$2000	Parking Gate Replacement	University Carpenter	P & L
Desk	Services Vendor	\$200	Peephole/and or Knocker	University Locksmith	\$15
Desk Chair	Services Vendor	\$130	Plugged Toilet/Vandalism	University Plumber	P & L
Desk/Dresser Drawer	Services Vendor	\$50	Pulled Fire Alarm*	Lowell Fire Dept.	\$200
Door Closure	University Locksmith	\$50	Recharge Fire Extinguisher	EHS	\$25
Door Repaint (Wood)	University Carpenter	\$75	Repair Hole in Wall (Large)	Contracted Service	P & L
Door Repaint (Metal)	Contracted Service	\$120	Repair Hole in Wall (Small)	Contracted Service	\$35
Door Replacement	Services Vendor	\$400	Reupholster Chair	Contracted Service	\$200
Dresser Replacement	Services Vendor	\$250	Screen Replacement	Contracted Services	\$55
EHS Call-in*	University Office	\$400 + \$50 hr	Shower Curtain Replacement	Services Vendor	\$25
Emergency Exit Sign Bulb	EHS	\$10	Shower Head	University Plumber	\$40
Emergency Exit Sign	EHS	\$75	Shower Repair (Fiber Glass)	University Plumber	\$180
Excessive Cleaning/Trash*	University Housekeeping	\$35/HR	Sink Replacement	University Plumber	\$300
Faucet (Vanity)	University Plumber	\$90	Smoke Detector Replacement	EHS	\$90
Fire Extinguisher	EHS	\$100	Stove Replacement	Services Vendor	\$545
Fire Safety Violation *	Lowell Fire Dept./EHS	CS/Fine	Telephone/Internet Jack	Telecom	\$25
Furniture Removal *	University Housekeeping	\$35/HR	Thermostat	Services Vendor	\$50
Window Replacement	Contracted Service	\$75-\$1200	Toilet Paper Holder	University Plumber	\$50
Graffiti/Tape Removal *	University Housekeeping	\$35/HR	Wardrobe Replacement	Services Vendor	\$560
Cable Modem (East Meadow)	Comcast	\$100	Router (East Meadow)	Services Vendor	\$50

- P & L = Parts and Labor (Prices are TBD on a case by case basis)
- All prices are estimates and subject to change
- All damages are split amongst those who have caused the damage except in a situation where the damage is also a fine