

What is it?

The "My Residence Inventory" screen lists all the fixtures, fittings, furniture, appliances and items provided by UCD Residences for your use in your private room and the shared rooms of your apartment during your stay. When you move into your residence, we ask you to check that everything is present and in quantity and condition stated under "What we provide" in the Checklist. We do this to verify that everything you should have is there and to ensure fair appraisal of the responsibility for the cost of correcting any loss or damage that may occur during your stay.

What do I have to do?

- As soon as possible after you check into your room, verify that every item in each room on the Checklist is present in the correct quantity, that it is undamaged and is functioning. We suggest that you have the Checklist open on a mobile device or take a print out of it with you while you do this.
- Use the "Dispute" button beside each item to note any difference between the quantity/condition you observe and that stated for the item. You don't need to add anything if we already say something is missing or damaged, we'll take care of that.
- You can leave the screen without submitting the Inventory Checklist at any time (e.g., by clicking the "Previous Page" button) and any issues you have recorded so far will be still here when you return.
- Once you have completed the whole Checklist and are happy that all items are present or you have recorded any issues, click the "Submit" button above. This will lock your observed disputes - you will still be able to see the Checklist but you will no longer be able to add or edit.
- You must submit your Inventory Checklist by the deadline stated on the screen (set to 14 days after you check in). You should submit it even if you found no issues. If you do not submit it before the deadline, it will be automatically deemed as submitted with no disputes reported.
- **Let's repeat that, it's important! You must submit the completed Checklist once and once only before the stated deadline in order for any issues you have entered to be reviewed. If you do not actively submit the Checklist, any disputes that you recorded will be deleted when the deadline passes and not taken into consideration.**

What happens next?

UCD Residences will review any reported problems. Missing or damaged items will be replaced or repaired. Minor damage might not be repaired immediately but may simply be noted as present when you arrived so that you are not held responsible for damage when you check out. Incorrect or trivial reports may be deemed as such with no action taken. Staff may also make further investigation of reported defects to ascertain the appropriate corrective action to be taken.

The Inventory Checklist is only used to report defects present when you initially move in. If a problem occurs with any item during your stay that requires the attention of UCD Residences staff, please raise a Service Request or contact your Residence's Office/Residential Assistants in the case of an emergency.

When you checkout of your room, UCD Residences will assess the quantity and condition of the items on your Inventory Checklist at that time against the quantity and condition recorded at the time it was submitted and will use this information as well as the corresponding information for your fellow residents to determine if you are liable for any loss or damage that may have occurred during your stay.