



## Churchill College Room Inventory – Undergraduate and Postgraduate Staircases

Room Number..... Print Name.....

### Welcome to your room

We sincerely hope that you will enjoy living at Churchill and ask that you keep your room in a clean and tidy condition in accordance with the Accommodation Handbook. Below you will find a list of items provided in your room. Please check the inventory and confirm that you have the items listed.

ITEM	QUANTITY	PRESENT IN ROOM ✓ / x
Bed base		
Bed headboard		
Mattress		
Desk		
Desk Chair (without arms)		
Bookcase/shelf		
Bedside cabinet*		
Chest of drawers*		
Wardrobe (free standing)		
Coffee table*		
Easy chair/ Upright chair*		
Angle poise desk lamp		
Desk lamp		
Notice board*		
Full length mirror*		
Curtains		
Mattress protector		
Single blanket		
Pillow		
Duvet		
Small black or brown bin		
Small green or blue bin		
Extension lead		

Please note that posters/pictures **MUST** be hung from picture rails (picture hooks can be obtained free from the Housekeeping Office). Adhesive materials i.e. sellotape, white tac and blue tac **MUST NOT** be used on walls. Any damage caused to walls or furniture through using adhesive materials may result in a damage fine.

\*Items are not found in every room

The space below should be used to detail any aspects of your accommodation which is marked or damaged in any way. Please be sure to include any marks on the walls, carpets and furniture as anything found during room inspections or at the end of your occupancy which has not been recorded may lead to a damage fine.

(Please refer to the relevant section in the Student Accommodation Handbook)

By signing your name below you are agreeing to accept your accommodation in the state that you have found it and therefore take full responsibility for any damage caused here after.

Date..... Signature.....

This form should be completed and returned to the Housekeeping via the Porters Lodge by **Monday 28th October 2024.**

If you have any queries regarding this inventory, then please contact the Housekeeping Department via [housekeeping@chu.cam.ac.uk](mailto:housekeeping@chu.cam.ac.uk)