NOTICE ABOUT FURNITURE AND ROOM CONDITION

PLEASE READ: If you do not follow procedures, you may be charged damages from the previous occupant(s).

The condition of this room and its contents are your responsibility. The value of furniture for a standard student room set up approaches $2000, and is even higher for suites and apartments. If any furniture is missing at the end of the academic year or if there is damage to the room, you will be responsible for the cost to replace or repair it. To ensure that this does not happen, please follow these procedures.

- **Ensure that you complete your Room Contract card** (online link will be sent to you via email from Kim Kenniston from Campus Life).
  A. The contract card represents the condition of the room and furniture as well as your furniture inventory when you move in. It will be used to determine if there should be charges at the end of the year. It is your responsibility to ensure its accuracy. **If you are unsure about your contract card, please talk to your community advisor or contact the Office of Campus Life (ext 4280).**
  B. If damage is not noted on your contract at move in, you will be charged for the damage at move out.
  C. Check that the furniture inventory and room condition are accurately reflected on contract card. Please note that white boards and mirrors (if provided) are part of furniture inventory. If you are missing furniture, you must contact Physical Plant (PPD) immediately.
  D. When you walk through your room, be sure you make notes of anything that does not seem correct on your contract card. If you do not note a problem, the condition and contents are assumed to be as shown on the contract card. Sign and date the card.

- If there is unwanted furniture in your room, **DO NOT REMOVE IT.** Any item of furniture except wardrobes may be removed by submitting a work order request to PPD to have the unwanted items removed. A request may be submitted in one of three ways:
  1. via the Colby Web site www.colby.edu/ppy/work/workorder.html
  2. via email to workorder@colby.edu or
  3. by calling X5016.

  Please ensure that you provide your name, room number, phone number, and specific items to be removed. A work order will be generated and PPD will remove the items at no charge. When you submit a work order through the Colby Web page, you will receive an email reply with your request number as confirmation (good idea to keep this). No furniture will be picked up without a work order.

  Furniture not present at move out will result in charges to occupants. **Keep the receipt** that will be given to you when the furniture is picked up as documentation of the furniture removal.

- **Do not leave furniture in hallways, lounges, or trunk rooms.** We recognize that it may be an inconvenience to leave the unwanted furniture in your room until it can be picked up; however, placing it in the corridors is a SAFETY HAZARD in the event of a fire or other emergency and is **prohibited.** A minimum $25 fine is assessed for each item of furniture left outside your room. Additionally, items placed in corridors or lounges **will not** be properly credited to your room and you will be responsible for the replacement cost.

- **Do not give/loan your Colby furniture to someone else.** You are responsible for your furniture. If you do not want it in your room, please follow the removal procedures (above).

- **Follow correct check-out procedures on the day of your departure.** Make sure that you sign and date your contract card. **LOCK THE DOOR TO YOUR ROOM when you leave.** PPD will do the final walk inspection of the room once all students have left campus. Any damages will be charged to the room occupants. If you use Express Checkout, you cannot appeal the charges.

*Thank you for your cooperation!*

*Physical Plant Office*

12/15/14