

NOTICE ABOUT FURNITURE AND ROOM CONDITION



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.** Check that the furniture inventory and room condition is accurately reflected. If you are missing furniture, you must contact Physical Plant (PPD) immediately. When you walk through the room with your Hall Staff, be sure you make notes of anything that does not seem correct. Sign and date the card and have your hall staff sign and date the card. This Contract card represents the condition of the room and inventory and condition of the furniture 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 your Hall Staff does not have your contract card, contact the Office of Campus Life.
- If there is unwanted furniture in your room, **DO NOT REMOVE IT!** **Submit 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/ppd/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 extension 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.** You will be given a receipt when items are picked up.

- **Keep the receipt** that will be given to you when the furniture is picked up as documentation of the furniture removal. Make sure that if you have any changes to what you requested, that they are reflected on your receipt when the pickup is made. If you are not in your room and your receipt does not appear to be accurate, please contact PPD on the day of the removal at X5000.
- **Do not leave furniture in hallways or lounges.** 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 \$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 lead the hall staff around your room so they can verify what condition it is in when you leave. Make sure that both you and your hall staff sign and date your contract card. **LOCK THE DOOR TO YOUR ROOM** when you leave.



We will respond to your work order requests as soon as possible; however, due to a large volume of requests this time of year, it may take several days. You do not need to submit a duplicate work order. We appreciate your understanding and patience during this busy time of year.

*Thank you for your cooperation!
Physical Plant Office*