

Room Check Report

Use this form to note any damages in rooms you've checked. Please be thorough and make sure to use detailed pictures to document issues. Over-document: when in doubt, submit it. I can always choose to not move forward with charges. Make sure you are taking photos of damages/issues in the room. You can use Snapchat to take pictures of the damages and use the text option to name what the damage is, where it's located, etc. Otherwise you can take a normal picture and upload it. If you're using an iPhone, make sure that you are not taking high efficiency photos. You can turn this off by going to Settings, Camera, Formats, and select "Most Compatible" rather than "High Efficiency."

Be specific on where the damage is at. 'Front Wall' is the side with the window, 'Back Wall' is the side with the door, 'Left' and 'Right' are based on when you are looking at the Front Wall. Be descriptive: (e.g. 6" paint chip, 20 total paint chips, etc.).

paul@roompact.com [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Any files that are uploaded will be shared outside of the organization they belong to.

* Indicates required question

Staff Member Checking Room *

Your answer

Room Number

Make sure the room number is listed in a text box from Snapchat. It needs to be included on all pictures you take of the room.

Your answer



Are there any damages to the walls, ceiling, floor or windows in the room?

This could include issues with the blinds (make sure they open, close, retract, etc.), the windows open easily, the screen is present without tears/holes, the closet, sink, mirror, cabinet, and door are in good shape. It could also be concerns regarding cleanliness of the space.

Yes

No

Next

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