

READY FOR OCCUPANCY CHECK (RFO)



Building No. Date:

Checked By: Sign:

AREA	PASS (circle)	FAIL (circle)	COMMENTS e.g cleaned by Jack, fridge needs to be redone		
Entrances, Exits	Pass	Fail			
Common Rooms and Hallways	Pass	Fail			
Kitchens	Pass	Fail			
Bathrooms	Pass	Fail			
Bedrooms	Room No.	Check in date	PASS	FAIL	
Bedroom			Pass	Fail	
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Bedroom			Pass	Fail	
Bedroom			Pass	Fail	
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Bedroom			Pass	Fail	
Bedroom			Pass	Fail	
Bedroom			Pass	Fail	

EXPECTATION:

- Entrances, Exits** The doorways and the adjacent perimeter of the building, is free from graffiti, dust, litter and cobwebs.
 - Common Rooms and Hallways** The floors are free from; marks, loose dirt, dust and litter. The walls, doors, furniture, windows, fittings and vents are free from dust, removable marks, graffiti and grime. The bins and liners are fitted and clean. The furniture is arranged correctly.
 - Kitchens** The inside and outside of cupboards, ovens and white goods are clean. The sinks, benches, cooktops and shelves are clean. The floors are free from; marks loose dirt, dust and litter. The walls, doors, furniture, windows, fittings and vents are free from dust, removable marks, graffiti and grime. The bins and liners are fitted and clean. The furniture is arranged correctly.
 - Bathrooms** The Dispensers are full. The floors are free from; marks loose dirt, dust and litter. The walls, doors, showers, cubicles, urinals, toilet bowls, furniture, windows, fittings and vents are free from dust, removable marks, graffiti and grime. The bins and liners are fitted and clean.
 - Bedrooms** The beds have a clean mattress protector, pillow, pillow protector, pillow slip and doona fitted and on the bed. The linen packs and beverage packs are provided. The fridge is clean. The inside, outside, under and on top of the cupboards, drawers, shelves, desks and beds are clean. The floors are free from loose dirt, dust and litter. The walls, doors, furniture, windows, fittings and vents are free from dust, removable marks, graffiti and grime. The. The bins and liners are fitted and clean. The furniture is arranged correctly.
- If a fail is recorded** Please contact the CSCS supervisor on duty immediately who will coordinate, clean and or repair and if necessary communicate with Res Life.