

GRADCITY[®]

ROOM DAMAGE REPORT

- * Each room **MUST** fill out this form **as soon as you get to your room**
- * Check the box corresponding to the damage found in your room (specify damages when possible)
- * **If you don't complete and hand in this form**, you (all individuals registered in the room) are responsible to pay for **ANY** damages in your room at the end of the trip
- * When you check out, your room will be inspected by the hotel. Any damages or cleaning fees will be charged.
- * An extra cleaning fee will apply should the room be excessively dirty.
- * Smoking and/or vaping in the room or on the resort premises is prohibited and will be charged a minimum fee of \$200.

Hotel: _____ **Check-In Date:** _____ **Room #:** _____

List All Roommates: _____

Item	Damage(s): (Circle Yes or No)	Details - Be Specific
Room Safe (make sure it works and locks properly)	Yes No	
Overall Damage (marks, holes, scratches, broken pieces, etc)	Yes No	
Bed Damage (bed legs, box spring, loose items, etc.)	Yes No	
Room Furniture Damage (dresser, drawers, nightstand(s), chairs(s), desk, lamps, etc.)	Yes No	
Room Fixture Damage (Doors open and lock properly, check door knobs/handles, etc.)	Yes No	
Room Decor Damage (Pictures, mirrors, curtains, etc.)	Yes No	
Bathroom Furniture/Fixture Damage (Shower, toilet, sink working properly, any loose or broken pieces)	Yes No	
Bathroom Appliances Work (if applicable - e.g. hair dryer)	Yes No	
TV and Remote working properly	Yes No	
Electric Fixture Damage (Check AC, lights, light switches, phone, clock, etc. to ensure they are working)	Yes No	
Balcony Furniture Damage (if applicable)	Yes No	
Do you have the proper amount of towels and linens?	Yes No	

If you have any other items to notate please provide here: _____

RETURN TO THE INFO DESK WITHIN 1 HR OF RECEIVING ACCESS TO YOUR ROOM