Student Housing and Residence Life
Apartment Inspection Review Sheet

Staff Name: ____________________________  Apartment Number: ______  Date: ______

Cleanliness Violations
- Counters, sink, tub, shower, and toilets are not cleaned/non-hygienic environment.
- All trash, recycling, and compost bins are not emptied (overflowing/signs of rot).
- Dirty dishes are overflowing and/or left throughout common areas.
- To-Go containers are not clean and/or signs of spoilage/rot.
- Floors and carpets have signs of lack of cleaning/non-hygienic environment.

Safety Violations
- Beds are debunked or not lofted in triple rooms.
- Beds block windows or doors in double or single room.
- Furniture (bed, desk, dresser, etc.) blocks windows or pathways.
- Doors left unlocked or opened without residents present.
- Windows left open without residents present.
- Missing screens.
- Mildew growing in the bathroom.

Safety Violations in Calaveras, Coloma, Sierra, and Sonora:
- Smoke detectors do not have blinking light.
- Water heater and furnace closets are not empty. These closets should not be used as storage.

Policy Violations - Incident report will be submitted for conduct meeting.
- Alcohol in a room that is underage.
- Marijuana or drug paraphernalia in the apartment.
- Indicators of smoking in the apartment (smell, blocked ventilation/alarms).
- Residents that are occupying two spaces.
- Furniture on the balcony.
- Unapproved animal in the apartment.

Maintenance Request (Please list location if applicable)
- Broken or missing blinds.
- Broken drawers or cabinets in kitchens.
- Missing trash, recycle, or compost can(s).
- Broken door locks.
- Leaking faucets or toilet.
- Broken shower head.
- Missing toilet plungers.
- Other:

DECEMBER APARTMENT INSPECTION VIOLATIONS (Completed before Winter Break)
Staff Name: ____________________________  Date: ______
- Prior inspection violation failures remain.
- Doors/windows and other access points are not fully closed/locked.
- Lights and other appliances/ electric items are not powered off.
- All trash, recycling, and compost bins have not been emptied.

OR
- Apartment passed Winter Break final inspection.