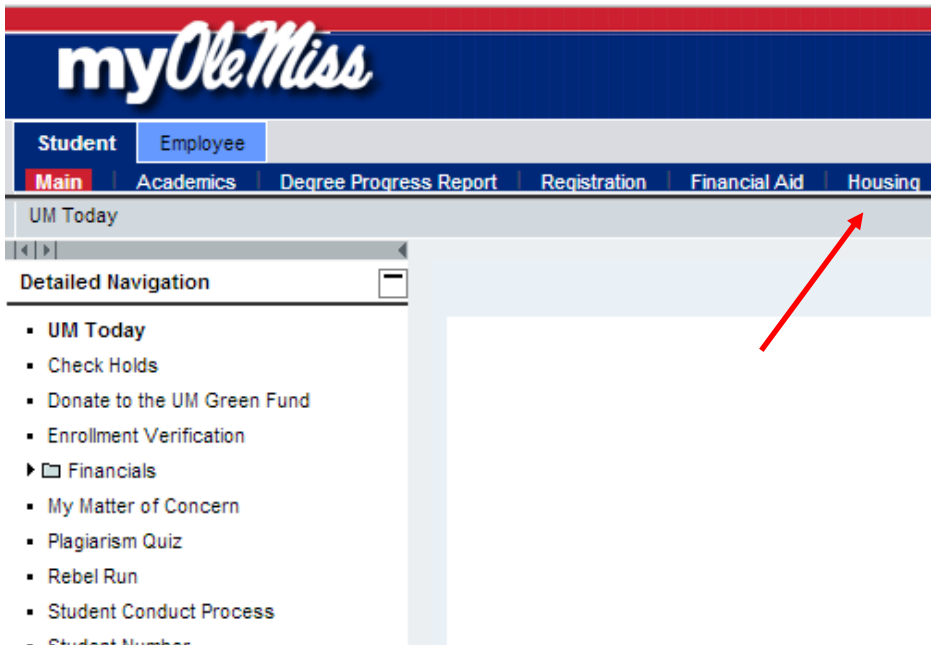


Instructions: Completing a Room Condition Report

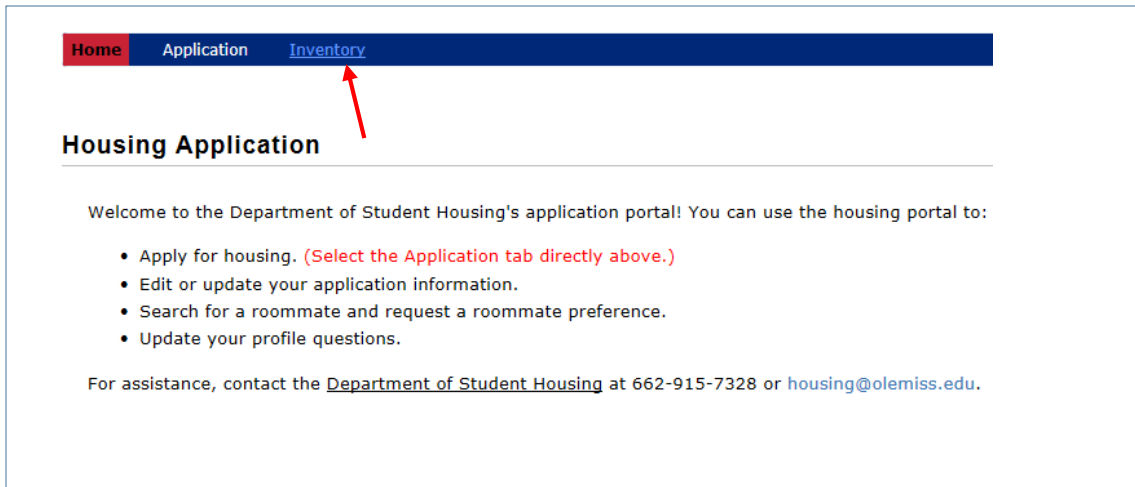
1. Log onto my.olemiss.edu.



2. Select Housing from the dropdown menu.



3. Select inventory.



The screenshot shows a navigation bar with three tabs: 'Home', 'Application', and 'Inventory'. The 'Inventory' tab is highlighted in blue and has a red arrow pointing to it. Below the navigation bar is the heading 'Housing Application' and a welcome message. A list of actions is provided, with the first item 'Apply for housing' including a red instruction: '(Select the Application tab directly above.)'. At the bottom, contact information for the Department of Student Housing is listed.

Home Application **Inventory**

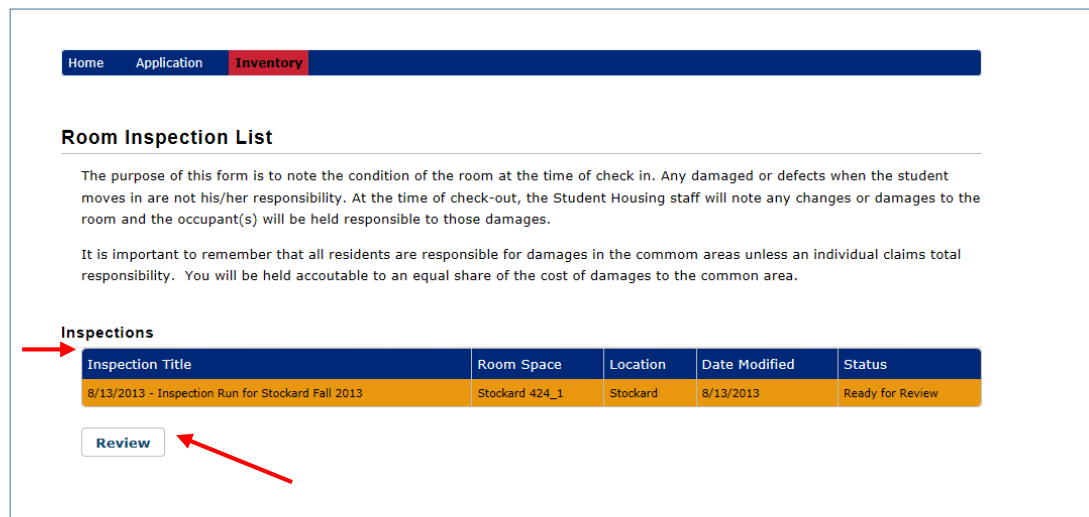
Housing Application

Welcome to the Department of Student Housing's application portal! You can use the housing portal to:

- Apply for housing. (Select the Application tab directly above.)
- Edit or update your application information.
- Search for a roommate and request a roommate preference.
- Update your profile questions.

For assistance, contact the [Department of Student Housing](#) at 662-915-7328 or housing@olemiss.edu.

4. Click and highlight the inspection report; then press the review button.



The screenshot shows the 'Room Inspection List' page. The navigation bar has 'Home', 'Application', and 'Inventory' tabs, with 'Inventory' highlighted. Below the navigation bar is the heading 'Room Inspection List' and two paragraphs of text explaining the purpose of the form and the responsibility of residents. Below the text is a table with one row of inspection data. A red arrow points to the first cell of the table. Below the table is a 'Review' button with a red arrow pointing to it.

Room Inspection List

The purpose of this form is to note the condition of the room at the time of check in. Any damaged or defects when the student moves in are not his/her responsibility. At the time of check-out, the Student Housing staff will note any changes or damages to the room and the occupant(s) will be held responsible to those damages.

It is important to remember that all residents are responsible for damages in the common areas unless an individual claims total responsibility. You will be held accountable to an equal share of the cost of damages to the common area.

Inspections

Inspection Title	Room Space	Location	Date Modified	Status
8/13/2013 - Inspection Run for Stockard Fall 2013	Stockard 424_1	Stockard	8/13/2013	Ready for Review

[Review](#)

5. Agree or disagree by making comments and checking the boxes below. If you do not check the agree box, the system will assume that you do not find it to be in good condition.

Inventory Type	Description	Current Condition	Review Comments	Reviewed By	Agree
Bedroom Inventory	Door(s)	Good			<input checked="" type="checkbox"/>
Bedroom Inventory	Lights	Good			<input checked="" type="checkbox"/>
Bedroom Inventory	Bed/Frame	Good	broken frame		<input type="checkbox"/>
Bedroom Inventory	Mattress	Good			<input type="checkbox"/>
Bedroom Inventory	Chair	Good			<input type="checkbox"/>
Bedroom Inventory	Desk Unit	Good			<input type="checkbox"/>

6. Press Save and Continue to submit your report.

Bedroom Inventory	Closet(s)/Closet Rod(s)	Good			<input checked="" type="checkbox"/>
Bedroom Inventory	Window Pane(s)	Good			<input checked="" type="checkbox"/>

It is the responsibility of each individual student to assist in the filling out of the Room Condition Report and to certify the accuracy by submitting this form. I have compared this report to the condition of the living area, made necessary additions, and agree that the information is accurate and complete.

[Save & Continue](#)

