

Room No: _____

ROOM CHECK LIST

Names:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please ensure that a **thorough** check is carried out and that **all** damage-**no matter how minor-** is listed below:

Please note that, at the end of the stay, all room members will be charged for any damage not listed on the form.

The form must be completed in duplicate and returned to teacher in charge as soon as possible after arrival.