University of Victoria | Residence Services

Room Inventory Inspection Guide

About This Guide

This guide contains information about the room inventory inspection process. This is an important operation during residence move-in and move-out. By completing your move-in inventory inspection you are recording the condition of university property when it came into your care. When you move out, your responses now will be used to determine whether any damage has occurred beyond normal wear and tear.

Your inventory inspection is completed through the residence portal. This guide focuses on navigating through the portal to complete an inspection.

Requirements

Every resident is required to complete an inventory inspection.

If you are occupying any shared spaces, such as in a Cluster unit, you may have the option to complete an inspection for more than your own room. Please do so.

Accessing Your Inventory Inspections

- Begin at housing.uvic.ca.
- Select the **Winter** tab at the top.
- Select **Housing Portal** On the right-hand side.

- Sign in with your NetLink ID and password using the link.

- Once you are logged in, select **Inventory** from the right side of the menu bar.

Complete an Inventory Inspection

- In the Inspection List page you can see all the current inspections for your room. If there are multiple room inspections that need to be submitted, you will see a line for each one.

Inspections

Inspection Title	Room Space	Location	Date Modified	Status
Move-In Inspection	CA203-1	Built in 1969, the Carroll residence is part of the Lansdowne complex. With 30 single rooms and 13 double rooms, Carroll is home to 56 students each year.	8/18/2015	Ready for Review

Review

- o **Inspection Title** is what that inspection is named.
- o **Room Space** is the room being inspected.
- o **Date Modified** shows when the inspection was last changed (created, submitted, etc.).
- o **Status** may be listed as *Ready for Review* (you need to complete this inspection), *Accepted* or *Not Accepted* (you have completed this inspection and given that response), or *Closed* (the inspection has been closed, there are no further changes).
- Select the row for the inspection that you would like to complete and click **REVIEW**.
- In the inspection form, you will see a row for each inventory item.

Inventory Type ↓	Description	Current Condition	Review Comments	Reviewed By	Agree ☐
Bed Frame	Wood	Good			☐
Bookshelf	Desk Mounted 2	Good			☐

- o **Inventory Type** and **Description** describe the item being reviewed.
- o **Current Condition** will begin as the default condition for that specific item, usually *Good*.
- o Under **Review Comments**, list any defects or inconsistencies for that item. Try to be both descriptive and concise.
- o If the item is in *Good* condition, mark the check-box under **Agree**.
- Below is an example of a properly documented inspection item:

			Blue stain on desk top		
Desk	Metal with Wood Top	Good		Smith, John	☑

If any inventory item is unusable, a Maintenance Request needs to be submitted separately from your Inventory Inspection. This will ensure that we are able to service the fault in a timely manner.

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Every inventory item needs either an *Agree* check or a comment describing its condition. Please do not proceed until every item has been reviewed.

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***A note for Cluster residents**: Some shared spaces have similar names. If one of these spaces is not in good condition, select* one *of the similar entries for your review. Be sure to describe what space your comments relate to. Please email resfix@uvic.ca if you have any concerns about this process.*

- Once you have inspected every item, select **SAVE & CONTINUE** at the bottom of the screen.
- Your inventory inspection has now been completed. A copy of your responses will be sent to your email address on file.