

List of Items to Check on Arrival - Family Room

Please submit the completed form to the office **within 7 days of arrival**

Floor	Wall	Ceiling	Door	Light	Shoe Box	
Floor	Wall	Ceiling	Light			
Floor	Wall	Ceiling	Windows	Net Windows	Curtains	Lights
Air Conditioner	Ventilator	Sofa	Table	Dining Table	4 Dining Chairs	
Desk	Desk Chair	Desk Lamp	Intercom	Door Intercom		
Floor	Wall	Ceiling	Door	Windows	Net Window	Curtains
Air Conditioner		2 Single Beds	2 Mattresses			
Closet	Light	Door Intercom				
Floor	Wall	Ceiling	Door	Window	Net Window	Curtain
Air Conditioner		Bunk Bed	2 Mattresses	Closet	Light	
Floor	Wall	Ceiling	Light (Main)	Sink	Faucet	
Light (above sink)		Kitchen Fan	Refrigerator			
Microwave Oven		IH Cooking Heater	Cupboard			
Pan	Frying Pan	Kettle	Chopping Board			
Kitchen Knife	Ladle	Turner	Tableware Basket			
4 Large Plates		4 Small Plates	4 Large Bowls			
4 Small Bowls		4 Mugs	4 Glasses	4 Forks		
4 Knives		4 Spoons	4 Tea Spoons			
Floor	Wall	Ceiling	Door	Light	Faucet	
Wash Basin		Washing Machine				
Floor	Wall	Ceiling	Door	Light	Faucet	Mirror
Bathtub						
Floor	Wall	Ceiling	Door	Light	Toilet	
Ventilator						
Vacuum Cleaner		Clothes Drying Rack				
Kitchen Fan	Microwave Oven	IH Cooking Heater				
Door Intercom						

BATHROOM

TOILET

Please note that any defects that are found after the submission will be considered attributable to the resident.

Date

Room No.

Signature

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