



Student check-in checklist

Complete before arrival and with the student. Keep the staff and student records separate.

ROOM NUMBER

DATE

STUDENT NAME

BEFORE THE STUDENT ARRIVES

NOTES

- ☐ Walls and paintwork photographed
- ☐ Bed, desk, chair, wardrobe and curtains present and intact
- ☐ Fridge, kettle, lamps, AC or heating tested
- ☐ Sink drains, shower, toilet and hob checked
- ☐ Keys and fobs counted
- ☐ Meter readings noted
- ☐ Mattress condition photographed
- ☐ Windows and locks operate correctly

WITH THE STUDENT (SELF CHECK-IN)

- ☐ Student confirms room condition in their own checklist
- ☐ Student photographs anything already damaged
- ☐ Both records kept separate and linked
- ☐ Student signs
- ☐ Staff countersign

PAPERWORK

- ☐ Signed record stored against the room and the student
- ☐ Photos timestamped
- ☐ Copy sent to the student

ADDITIONAL NOTES

STUDENT SIGNATURE

STAFF SIGNATURE