

UNIVERSITY FAMILY HOUSING(UFH) INVENTORY FORM
(CHECK-IN/CHECK-OUT FOR STUDENT)

Name : _____
 Passport No./Ic. No : _____
 Blok/ House No. : _____
 Telephone No : _____
 Date Key Received : _____

PLEASE PREPARE THE FOLLOWING:
 a) Letter for 3 different report
 -civil
 -electrical
 -furniture
 b) attach photos of defected area with the letters
 c) submit within 7 days

NO	ITEMS	QUANTITY/ UNIT	CONDITION		NOTE
			GOOD	BAD	
A	CIVIL INVENTORY				
1	Door And Lock				
	a. Main door				
	b. Master bedroom (1)				
	c. Bedroom door (2)				
	Bedroom door (3)				
	d. Kitchen door				
	c. Sliding door				
2	Glass window				
	a. Kitchen				
3	Bathroom				
	a. Toilet bowl	1 or 2 unit			
	b. Flush/Cistern	1 or 2 unit			
	c. Mirror	1 unit			
	d. Shower	1 or 2 unit			
	e. Soap holder	1 or 2 unit			
	f. Sink	1 or 2 unit			
B	FURNITURE INVENTORY				
1	Study table				
2	Close/ Cloth cupboard	2 unit			
3	Single Bed + Mattress	2 unit			
4	Double Bed + Mattress	1 unit			
5	Dressing table/ Stool	1 set			
6	Dining table + Chairs (6 person or 4 person)	1 set			
7	Sofa set				
	a. Settee (2+2+1+1 or 3+2+1)	1 set			
	b. Middle table	1 unit			
	c. Side table	1 unit			
8	White/Soft Board	1 unit			
9	Kitchen Cabinet	1 set			
10	Kitchen Sink	1 unit			

NO	ITEMS	QUANTITY/ UNIT	CONDITION		NOTE
			GOOD (/)	BAD (X)	
C	ELECTRICAL INVENTORY				
1	Flourocent light				
	a. Living room				
	b. Kitchen				
	c. Bathroom				
	d. Master bedroom (1)				
	e. Bedroom (2)				
	f. Bedroom (3)				
3	Syiling Fan				
	a. Living Room				
	b. Bedrooms + Master bedroom				
4	Power socket 13 amp				
	a. Living room				
	b. Kitchen				
	c. Master bedroom				
	d. Bedroom				
5	Power supply box	1 unit			
6	Air condition (Superior & Deluxe)				
	a. Master bedroom	1 unit			
	b. Bedroom (2)	1 unit			
D	OTHERS				
1	Types Of Houses				
	a. Superior				
	b. Deluxe				
2	Items				
	a. TV Cabinet				
	b. Shoe Rack				
	c. Carpet				
	d. Stove & Gas				
	e. Microwave				
	f. Water-heater				

Name of Student : _____

Passport : _____

Date : _____

Signature : _____

Acknowledgement by Senior Assistant Manager : _____

Date : _____