

## RCF Quick Reference Sheet for Traditional Residence Halls

Use this form to take notes if you are not using a computer in the space you are evaluating.

Bedroom	#	Condition	Comments
Wall 1 (entrance wall space)			
Wall 2 (left of entrance)			
Wall 3 (rear)			
Wall 4 (right of entrance)			
Carpet			
Ceiling			
Closets/Wardrobes			
Door (Peephole)			
Lock/Door Hardware			
Drapery Hardware			
Drapes			
Overhead light			
Sink			
Phone/Data Jack			
Window Pane & Sill			
Window Screen(s)			
Beds			
Bed Ends/Legs (4 or 8)			
Matress Pads			
Mattresses			
Bookshelves/Cases			
Cabinet/Mirrors			
Towel Rack/Hooks			
Desk Chairs			
Desks & Hutches			
Dressers			
Wastebasket(s)			