DATE: ____________________________

TO: ____________________________________________

FROM: ____________________________________________

RE: Room Check Notification

While checking your room you were found to be in violation of the following regulations (as stated in the “Notes for Living Handbook”):

☐ Trash cans need emptying
☐ Floors dirty
☐ Room in need of general cleaning
☐ Room in need of thorough cleaning
☐ Offensive odor in room
☐ Possession of lounge furniture
☐ Bathroom in need of cleaning (Suite)
☐ Lounge area in need of cleaning (Suite)
☐ Microwave in room
☐ Unauthorized extension cord or electrical adapter
☐ Alcohol containers (Empty)
☐ Other: ____________________________________________

You have twenty-four hours to correct the problems noted. Should you fail to correct the noted problems, the following sanction will be imposed:

☐ Fine in amount of $25.00
☐ Referral to Residence Educator
☐ Referral to Judicial Affairs
☐ Other: ____________________________________________

I am available for a conference concerning this matter. Should you have any questions, comments or concerns please call me at: _______________________

Staff Comments: ________________________________