

Walailak University
Accommodation and Furniture Inspection Form

Name (Mr./Miss/Mrs.).....Position..... is currently working at Contact number..... I have resided in () 1. Single studio room () 2. Family room () 3. Family House no. Since..... The water meter at the check-in date is..... units. Electricity meter at the check-in date isunits. I hereby verify the condition of accommodation and furniture after inspection as follow;

No.	Checklist	Type of Accommodation			Condition		Remark
		1	2	3	Normal	Out of Order	
A.	Accommodation Condition						
	1. Original	-	-	-			
	2. Renovated	-	-	-			
B.	Furniture in the accommodation						
1	Desk	1	1	1			
2	Desk Chairs	1	1	1			
3	Counter	1	1	1			
4	Storage Counter	1	-	-			
5	Shelf (Set)	1	-	-			
6	Wardrobe with dressing table (Set)	1	1	2			
7	Stool for dressing table	1	1	2			
8	Living room set	3	3	4			
9	Dining table	1	-	1			
10	Dining Chairs	4	-	4			
11	Kitchen set and sink (Set)	1	1	1			
12	Bed	1	1	2			
13	Mattress	1	1	2			
14	Room Key	1	1	1			

Signed.....

(.....)

Resident

Dated...../...../.....

Signed.....

ACTING.LT. Bunyasit Trisuwun

General Administrative Officer

Division of Human Resources and Organization

Dated...../...../.....

Remark : Resident must inspect the accommodation immediately and make this form 2 copies.

Resident keep one copy and please return another one to HR.