

HOW TO FILL OUT YOUR ROOM CONDITION REPORT



WHAT IS A RCR

A room condition report, or RCR, is a form that allows you to document any wear and tear, damage, or cleaning issues that are in your assigned space prior to your arrival. The Office of Residence Life & Housing will inspect every space and document any issues we see. All residents also have an opportunity to comment on any damages and add any notes that the office may have missed. Residents will have 7 days to submit their comments after check-in. Please note, residents may be charged for any damages or missing furniture when they check-out if it is not documented on this form.

ACCESS YOUR RCR

1. Go to the NOW Portal at www.now.stevenson.edu
2. Log-in using your Stevenson Single Sign On credentials
3. Under Menu on the left hand side click Departments
4. Click Residence Life
5. On the Residence Life portal page on the left hand side click Room Condition Report. This will load a new website
6. Log-In again using your Stevenson Sign On credentials
7. Click Residence Life forms
8. Click RCR Forms for Students
9. View your RCR

REVIEW EXISTING NOTES

The RCR Form is broken into three sections: 1) Resident Information 2) Room of Area and 3) Additional Comment. Resident Assistants have already pre-filled out each section. In each section Resident Assistants identified the number of furniture in the room and any pre-existing wear and tear / damage and cleaning issues. In the Student Comment boxes in each section you can add additional comments if there is something the Resident Assistants missed or if there are any discrepancies you can submit your own comments. In the Additional Comment section you have an opportunity to upload any photos you would like.

SIGN & SUBMIT

A copy of your RCR will be stored in your electronic file and will be reviewed by the Resident Director of your building. Once you have finished reviewing the notes and adding your additional comments please type your name in the Signature box and click Submit. You may view a copy of your RCR on Self-Service by following the steps above. You will not have access to make any additional comments after you submit your notes and/ or after the 7th day of your check-in.

ANY QUESTIONS CAN BE EMAILED TO
RESLIFERECEPTION@STEVENSON.EDU