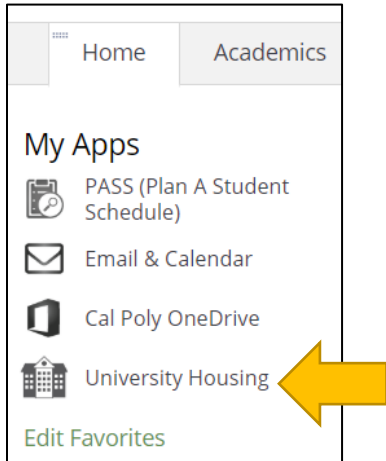
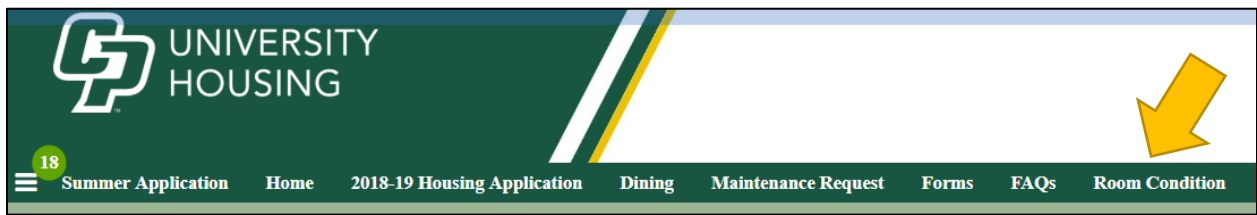


How to Complete Your Room Condition Review

1. Login to your Cal Poly portal and choose the **University Housing** link from My Apps:



2. Click on the **Room Condition** tab:

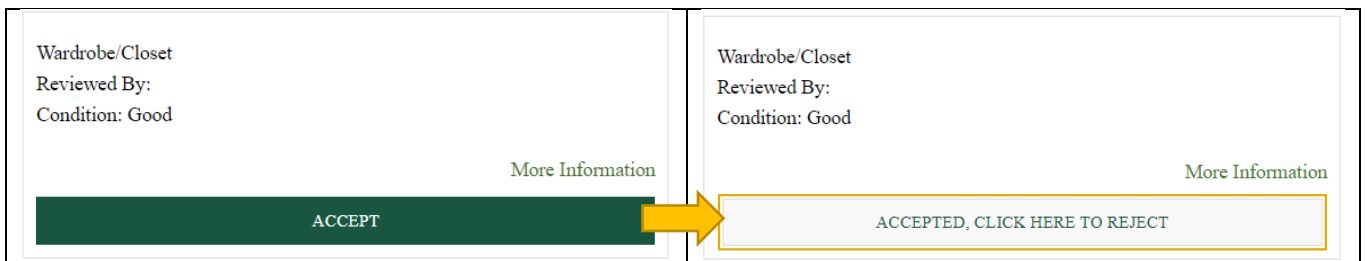


You will see a list of areas to review (your personal room, and any shared spaces in your apartment)

3. Click on the **REVIEW** button for one of the areas to review:

Inspection Title	Room Space	Location	Date Modified	Status	
Summer 2018 - Pre-Season	171D-502-Bathroom 2	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Bathroom 1	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Kitchen	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Living Room	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502B-1	Dover	8/7/2018 14:17:05	Ready for Review	REVIEW

4. Check each item in the list. If you agree with the condition, click the **AGREE** button as shown:



5. If you do not agree with the condition, click the **More Information** link, add a brief note about the problem, and **do not** click the **ACCEPT** button (as shown here).

<p>Microwave and Turntable Reviewed By: Condition: Good</p> <p>More Information</p> <p>ACCEPT</p>	<p>Microwave and Turntable Reviewed By: Condition: Good</p> <p>The microwave is not working.</p> <p>Less Information</p> <p>ACCEPT</p>
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6. When you have completed the review of all items, click **SAVE REVIEW** at the bottom.

<p>GO BACK</p>	<p>SAVE REVIEW</p>
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7. Continue your review until you have completed all the items on the list. (**Note:** If there is more than one bathroom in your unit, please only review the bathroom associated with your room.)

Items to Review					
Inspection Title	Room Space	Location	Date Modified	Status	
Summer 2018 - Pre-Season	171D-502-Bathroom 2	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Bathroom 1	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Kitchen	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502-Living Room	Dover	8/7/2018 14:17:07	Ready for Review	REVIEW
Summer 2018 - Pre-Season	171D-502B-1	Dover	8/7/2018 14:17:05	Ready for Review	REVIEW