



**FOR OFFICE USE ONLY**

Authorized By: \_\_\_\_\_

Special Instructions \_\_\_\_\_

Staff Report:

Room was left in: \_\_\_\_\_ satisfactory condition                      \_\_\_\_\_ unsatisfactory condition

Explanation/initials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damaged Items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Missing Items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time room opened: \_\_\_\_\_

Time room closed: \_\_\_\_\_