

Completing your Unit Condition Inventory Report (UCI)

On the day you move into residence, you are required to complete a Unit Condition Inventory Report. We make every effort to ensure that your accommodations are clean and free from damage when you arrive, however, by completing a UCI, you will ensure you are not charged for any wear and tear that may have already been present when you arrived. If you do not complete the online form within 48 hours of moving in, your unit will be deemed to be in satisfactory condition.

Repair Requests: If you find a repair that is needed in your unit while completing your inspection, writing it in the UCI **will not** initiate a work order. Submit all repair requests under the **Maintenance | My Unit or Maintenance | Public Spaces** tab available from the dropdown menu in StarRez Portal.

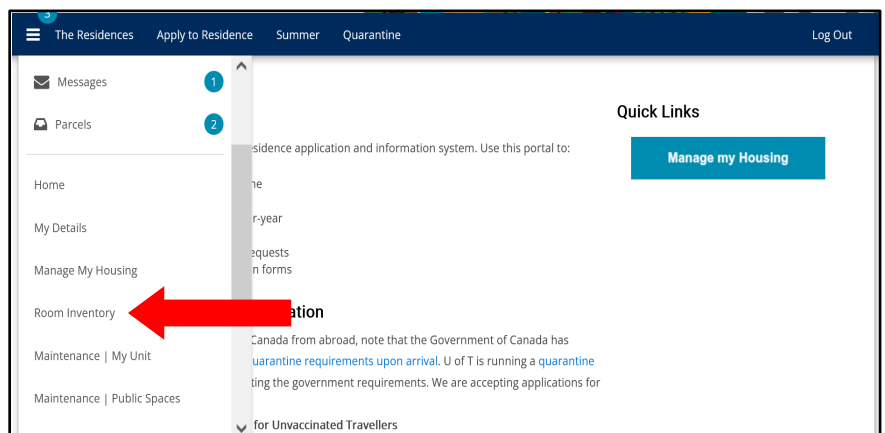
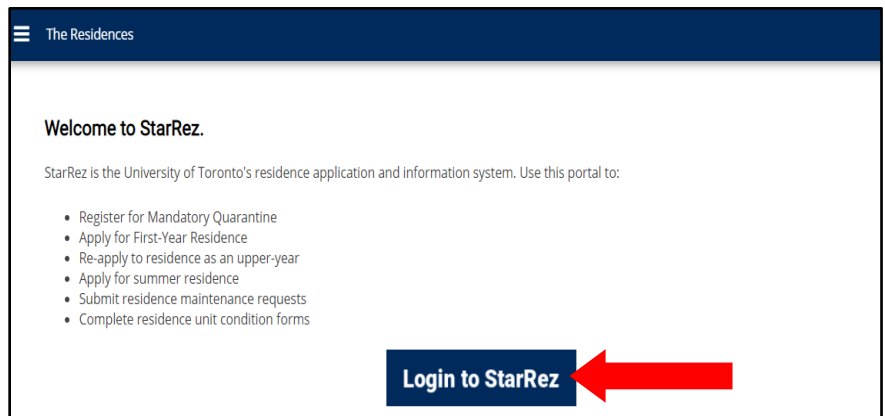
****Upon move in, if you need an Urgent Repair or have concerns regarding the cleanliness of your unit please report to the Reception and Services Desk in the Residence Centre immediately.**

Inspecting Your Unit:

1. Log into StarRez Portal at <http://starrez.utoronto.ca/>. Login using your UTORid and password.
2. Click the three-bar menu in the top left corner and select **Room Inventory**.
3. You will see the **UTSC – Unit Condition Inventory Report** page of all the places that need to be inspected. Please review each room and shared space.
4. Ensure your room space and shared spaces are correct. Select **REVIEW** one at a time for each space until the status has updated for all spaces.
5. To complete the form, please follow these instructions:

- If you agree with the stated condition of the item, **click ACCEPT** and don't add a comment.
- If you disagree with the stated condition of the item, **don't click Accept** (leave the button dark blue) and add a comment about the item's condition by clicking "More Information".

Please turn page ...



UTSC - Unit Condition Inventory Report

| Inspection Title | Room Space | Location | Date Modified | Status |
|--|------------------|-------------------|------------------------|-------------------------|
| UTSC Fall-Winter Move In | H-09-I-1 | UTSC-Hickory Hall | 2022-08-31 8:55:21 PM | Ready for Review REVIEW |
| UTSC Fall 2022 Shared Common Room Spaces | H-09 Living Room | UTSC-Hickory Hall | 2022-08-24 11:05:14 AM | Ready for Review REVIEW |
| UTSC Fall 2022 Shared Common Room Spaces | H-09 Kitchen | UTSC-Hickory Hall | 2022-08-24 11:05:14 AM | Ready for Review REVIEW |

Bed frame: Bed frame
Reviewed By: [User]
Condition: Good

More Information

ACCEPT

Bed frame: Bed frame
Reviewed By: [User]
Condition: Good

More Information

ACCEPTED, CLICK HERE TO REJECT

Bed frame: Bed frame
Reviewed By: [User]
Condition: Good

More Information

ACCEPT

Bed frame: Bed frame
Reviewed By: [User]
Condition: Good

Type concern here

Less Information

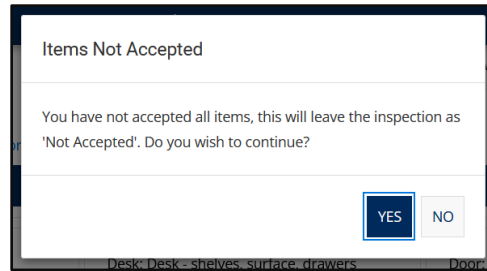
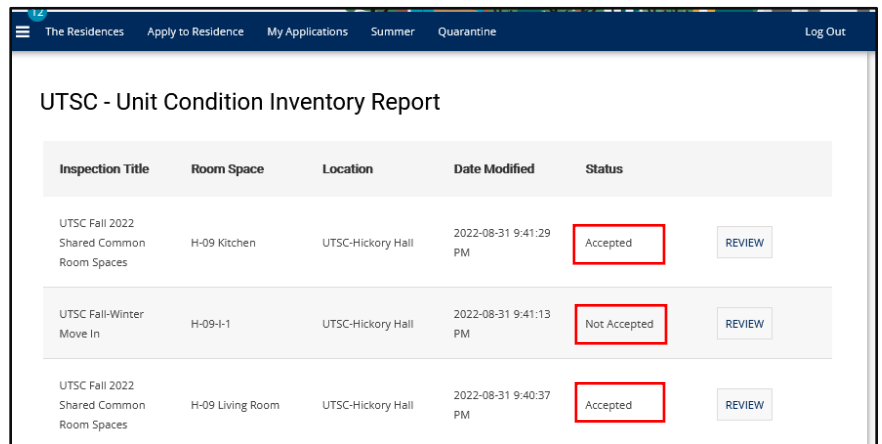
ACCEPT

6. Once you have inspected all the items in a room space, click **SAVE REVIEW**. You will return to the UTSC – Unit Condition Inventory Report home page where you can view the status of your report.

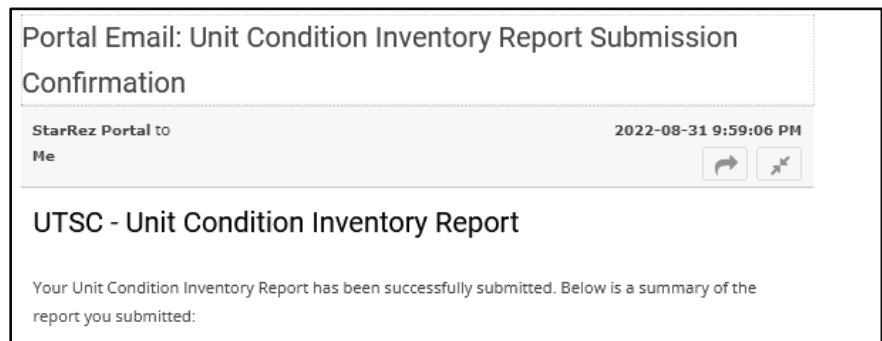
- If you have disagreed with the stated condition of items, when you click on **SAVE REVIEW**, a window will pop up. Please click **YES**.
- The status will then show Not Accepted and will be reviewed by Facilities Coordinator.
- If you agree with the stated condition of the item and click **SAVE REVIEW**, the status will show “Accepted”.

7. A confirmation and summary will be sent to your StarRez Portal messages and utoronto email.

Once all spaces are inspected, Facilities staff will review your comments and make changes to the Current Condition based on your feedback.

| Inspection Title | Room Space | Location | Date Modified | Status |
|--|------------------|-------------------|-----------------------|--------------|
| UTSC Fall 2022 Shared Common Room Spaces | H-09 Kitchen | UTSC-Hickory Hall | 2022-08-31 9:41:29 PM | Accepted |
| UTSC Fall-Winter Move In | H-09-I-1 | UTSC-Hickory Hall | 2022-08-31 9:41:13 PM | Not Accepted |
| UTSC Fall 2022 Shared Common Room Spaces | H-09 Living Room | UTSC-Hickory Hall | 2022-08-31 9:40:37 PM | Accepted |



Shared Common Spaces Inspections

Once the first resident in the house/suite completes an inspection of the room spaces listed under Shared Common Room Spaces (kitchen, washrooms, living room, storage areas, etc.) the inspections will become “Read Only” for all remaining residents to view.

All residents are required to review the inspections of Shared Common Room Spaces, including any comments your housemate noted. If you are in agreement with the information provided by your housemate, no further action is required. If you disagree with any of the conditions indicated, or would like to add or change anything to the Shared Room Common Space conditions, contact Clara Riel, Facilities Coordinator at clara.mitchell@utoronto.ca within 48 hours of moving in to report any discrepancies in the current condition.

Once all spaces are inspected, Facilities staff will review your comments and make changes to the current condition based on your feedback.

Provided Items

Student Housing and Residence Life has provided you with some basic items to use during your stay. Please review the list below, should you find you are missing any items please email the Facilities Coordinator, Clara Riel at clara.mitchell@utoronto.ca to coordinate pick up your missing items.

- | | | |
|---------------------|--------------------------|--|
| • Large garbage bin | • Recycling Bin | • Vacuum |
| • Compost Bucket | • Broom and Dustpan | • Toilet Brush |
| • Plunger | • Mop, bucket and ringer | • Garbage pails for all bedrooms, kitchens and bathrooms |

Should you have any questions about your request, email residence.utscc@utoronto.ca. Do not submit a duplicate maintenance request prior to contacting our office.

Inventory Inspections are best viewed on a laptop, desktop or tablet device. Inspections are not formatted for optimal viewing on mobile phones.