Completing Your Unit/Item Condition Report (UCI)

On the day you move into residence, you are required to complete a Unit/Item Condition 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 tab in the Student Housing 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.**

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**Inspecting Your Unit:**

1) Login to the Student Housing Portal at starportal.utoronto.ca using your student number and portal password. Click “Obtain/Forgot password” to have your password sent to your email account listed in ACORN.

2) Once logged in click the Unit/Item Condition tab. A list of all areas that you need to inspect will appear.

3) Select a Room Space to inspect and click Review. The list of items in the Room Space will appear for you to inspect. If you agree with the Current Condition, check the box for “Agree” and leave the “Review Comments” box empty.

4) If you do not agree with the Current Condition, use the “Review Comments” box to indicate your concern being as thorough as possible. For example, you may indicate the item as broken, needs replacement, scratched, stained, etc. Do not check the box for “Agree” if you have written comments in the Review Comments” box.

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

Once the first resident in the house/suite completes an inspection of the Room Spaces listed under Shared Inspections (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 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 Space conditions, contact Jen Skinner, Facilities Coordinator at jskinner@utsc.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 some basic items for your use during your stay. Please review the list below, should you find you are missing any items please submit a work order through the Student Housing Portal using the Maintenance Tab.

- Garbage Bins  
- Compost Pail  
- Recycling Bin  
- Ironing Board  
- Dish Rack  
- Cutting Board  
- Mop & Bucket  
- Toilet Brush  
- Plunger  
- Broom & Dustpan

If you have any questions regarding the completion of this form or require alternate formats please visit the Reception and Services Desk in the Residence Centre for assistance.

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