

Apartment Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

**HOUSEHOLD ITEMS**

ARRIVAL	DEPARTURE	ITEM
_____	_____	Toaster
_____	_____	Casserole
_____	_____	Vegetable Dish
_____	_____	Coffee Maker (drip)
_____	_____	Tea Pot
_____	_____	Creamer
_____	_____	Sugar Bowl
_____	_____	Glass Pitcher
_____	_____	Cooking Pots
_____	_____	Mixing Bowls
_____	_____	Cutting Board
_____	_____	Meat Fork
_____	_____	Serving Spoon
_____	_____	Large Fork
_____	_____	Large Spoon
_____	_____	Kitchen Knives
_____	_____	Spatula
_____	_____	Potato Peeler
_____	_____	Can / Bottle Opener
_____	_____	Corkscrew
_____	_____	Sink Dish Drainer (studio)
_____	_____	Dish Drainer Tray (studio)
_____	_____	Measuring Cup
_____	_____	Colander
_____	_____	Squeeze Mop
_____	_____	Bucket
_____	_____	Sponges
_____	_____	Measuring Spoons
_____	_____	Plastic Hangers
_____	_____	Dinner Plates
_____	_____	Butter Plates
_____	_____	Soup Bowls
_____	_____	Cups and Saucers
_____	_____	Knives
_____	_____	Forks
_____	_____	Soup Spoons
_____	_____	Teaspoons
_____	_____	Water Glasses
_____	_____	Juice Glasses
_____	_____	Wine Glasses
_____	_____	Tea Kettle
_____	_____	Coffee/Tea Mugs
_____	_____	Microwave Oven (built in)
_____	_____	Dish Cloth

**HOUSEHOLD ITEMS (CONTINUED)**

ARRIVAL	DEPARTURE	ITEM
_____	_____	Clock Radio
_____	_____	Hair Dryer
_____	_____	Laundry Basket
_____	_____	Large Frying Pan with lid
_____	_____	Large Glass Casserole Dish with Lid
_____	_____	Large Glass Baking Dish
_____	_____	Cookie Sheet
_____	_____	Silicone Pot Holder/Trivet
_____	_____	Paring Knife
_____	_____	Set of 4 Steak Knives
_____	_____	Salad Tongs
_____	_____	Iron
_____	_____	Ironing Board
_____	_____	** Set of IAS Coasters

**FURNITURE**

ARRIVAL	DEPARTURE	ITEM
_____	_____	Bed
_____	_____	Dresser
_____	_____	Night Table
_____	_____	Desk
_____	_____	Desk Chair
_____	_____	Club Chair
_____	_____	Bookcase
_____	_____	Sofa
_____	_____	Coffee Table
_____	_____	End Table
_____	_____	Kitchen Table
_____	_____	Kitchen Chairs
_____	_____	Lamps
_____	_____	File Cabinet

**EMERGENCY SUPPLIES**

_____	_____	Fire Extinguisher
_____	_____	Flashlight
_____	_____	Lantern (battery operated)

**Orange Operations Manual - Quick reference guide located on the bookshelf in the apartment.**

**Notes:**

\*\*The set of IAS coasters are a gift that you may take when you leave the Institute.

Please review this inventory list. Each item has been checked prior to your arrival. Please sign below to indicate that you are in agreement with what has been checked off and return the top two copies to the Housing Office located in the Laundry Room between the hours of 8 am - 9 am or 4 pm - 5 pm. Replacement for broken or lost items can be made at a cost, if applicable. If you should have any questions or concerns, please contact the Housing Office at 609-734-8230.

\_\_\_\_\_  
Occupant's Signature (arrive)

\_\_\_\_\_  
Occupant's Signature (depart)

\_\_\_\_\_  
Preparer's Signature