

HOW TO FILL OUT YOUR ROOM CONDITION REPORT



WHAT IS A RCR

A room condition report, or RCR, is a form that allows you to document any wear and tear, damage, or cleaning issues that you see in your assigned space prior to your arrival. The Office of Residence Life & Housing will inspect every space and document any issues we see. All residents also have an opportunity to comment on any damages and add any notes that you see. Residents will have 7 days to submit their comments after check-in. Please note that residents must report any missing furniture when they check out if it is not documented on this form.

ACCESS YOUR RCR

1. Go to the NOW Portal at www.now.stevenson.edu
2. Log-in using your Stevenson Sign On credentials
3. Under Menu on the left hand side click Departments
4. Click Residence Life
5. On the Residence Life portal page on the left hand side click Room Condition Report. This will load a new web page
6. Log-In again using your Stevenson Sign On credentials
7. Click Residence Life forms
8. Click RCR Forms for Students
9. View your RCR

REVIEW EXISTING NOTES

The RCR Form is broken into three sections: 1) Resident Information 2) Room of Assignment 3) Student Comment. Resident Assistants identified the number of furniture in the room and any pre-existing issues. In the Student Comment boxes in each section you can add additional comments if there is something the Resident Assistants did not note. In the Student Comment section you have an opportunity to upload any photos you would like.

SIGN & SUBMIT

A copy of your RCR will be stored in your electronic file and will be reviewed by the Director of your building. Once you have finished reviewing the RCR, you will be able to submit your comments. Submitting your RCR will automatically save your comments following the steps above. You will not have access to make any additional comments after you submit your notes and/or after the 7th day of your check-in.

ANY QUESTIONS CONTACT
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