



KIBABII UNIVERSITY

HOSTEL DEPARTMENT-ROOM ALLOCATION

PART A: STUDENT DETAILS

NAME:.....REG.NO.....

FACULTY/SCHOOL.....CELL PHONE NO.....

I promise to abide by the regulations governing the halls of residence

Signature.....Date.....

PART B: OFFICIAL

HOSTEL ALLOCATED.....ROOM NO.....DATE.....

REMARKS

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PART C: CHECK IN AND CHECK OUT

(TICK WHERE APPLICABLE)

CHECK IN (STUDENT)

CHECK OUT (OFFICIAL)

| ITEMS | GOOD | BAD | | GOOD | BAD |
|--------------------|------|-----|--|------|-----|
| DOOR | | | | | |
| MATRESS(CODE) | | | | | |
| SWITCH | | | | | |
| SOCKETS | | | | | |
| CEILING LIGHTS | | | | | |
| READING LIGHTS | | | | | |
| CURTAINS | | | | | |
| CURTAIN RAIL/HOOKS | | | | | |
| MIRROR | | | | | |
| WINDOW PANES | | | | | |
| CHAIR(CODE) | | | | | |
| TRASH BRACKET | | | | | |
| READING TABLE | | | | | |
| SMOKE SENSOR | | | | | |
| WARDROBE | | | | | |

SIGN.....DATE.....SIGN.....

PART D: CHECKING IN

CHECKING OUT

NAME:.....NAME:.....

DATE:.....DATE:.....

