



# Inventory Procedure

Chester House is managed by the Guy Chester Centre. The Guy Chester Centre is the trading name of the Trustees of the North Bank Estate.

## 1. Introduction

This procedure informs residents of the process related to inventories of bedrooms at the beginning and end of their stay. It also informs residents of their responsibilities for reporting any issues or damage to their room. This procedure includes information on how residents may be charged and of the potential costs of repairs.

## 2. Check-in & Check-out Inventories

A check of each room is carried out by Chester House prior to a resident arriving. Residents are asked to check the room within 48 hours of their arrival and to inform the Accommodation Team of any issues or damage. Any issues raised will be checked by the Accommodation Team and either repaired or recorded.

If no issues or damage are reported within 48 hours of arrival, it will be assumed that there are none and anything found at a later date may be charged to the resident.

Once a resident has checked-out, a check of the room is carried out by the Accommodation Team. Any damage (not previously recorded at check-in) or additional cleaning or clearing of belongings that is required may be deducted from the resident's deposit and/or additional charges are made. The resident will be informed of any such charge.

Below is a list of the possible charges. These charges are based on the cost to replace the item damaged including any labour required. Costs may vary depending on the damage caused.

Bedroom	Cost	En-suite Bathroom	Cost	Cleaning	Cost
Full Decoration	100.00	Decoration	75.00	Additional Cleaning	50.00
Part Decoration	50.00	Flooring	250.00	Clearing Room	50.00
Full Carpet	250.00	Sink	150.00	Removal of Fridge	30.00
Carpet Tile	15.00	Taps	75.00		
Sink Replacement	150.00	Shower Cubicle	1,500.00		
Tap Replacement	75.00	Shower Mixer	150.00		
Wardrobe	325.00	Shower Hose	20.00		
Wardrobe Doors	125.00	Shower Head	20.00		
Desk	275.00	Toilet	250.00		
Desk Draw	65.00	Towel Rail	150.00		
Shelf Unit	125.00	Extractor Fan	100.00		
Bed	225.00				
Bed Headboard	50.00				
Mattress	100.00				
Bedside Table	115.00				
Electric Socket	50.00				
Radiator	250.00				
Curtain	150.00				
Blind	50.00				
Smoke Alarm	100.00				

Main Light	30.00					
Desk Lamp	10.00					
Desk Light	30.00					
Sink Light	30.00					
Bed Light	30.00					
Mirror	30.00					

### 3. Other information

Further information or clarification can be obtained by emailing [office@chesterhouse.org.uk](mailto:office@chesterhouse.org.uk)

### 4. Review date

This policy was last reviewed in March 2018 and will be next reviewed in March 2019.