Scrap Policy

The Student Housing Office provides residents with furnished rooms and a number of common facilities to secure the essential residential needs. To ensure the quality and the standards of the services provided by the Student Housing Office, furniture and appliances must be checked and replaced when needed as per the following guidelines.

The scrap policy applies to all furniture and appliances in use in the residence halls. These include but are not limited to: chairs, desks, tables, beds, mattresses, bed boards, computers, irons and ironing boards, washing machines, dryers, ovens, fridges, microwaves, etc.

It is the responsibility of the building supervisor to report the damaged items that must be discarded. The report must be addressed to the Office of Student Housing and all items must be checked by the Student Housing Coordinator who will then issue the scrap request. It is recommended to seek the advice of the Physical Plant Department before discarding appliances.

The building supervisor must check the furniture and the appliances in the common areas on a regular basis (as part of a daily routine) and report any item that has fallen out of use. All damages must be immediately reported to the Office of Student Housing.

The building supervisor must conduct two major check-up tours to check the rooms at the end of the Fall semester and at the end of the Spring semester. The check-up tour involves visiting each room and reporting the damaged or broken items that must be discarded.

The building supervisor must take action to replace the discarded items and reflect these changes in the inventory list. The updated inventory list must be sent to the Office of Student Housing at the end of each month.