

2016 – 2017 MILLENNIUM HALL ONLINE ROOM CONDITION REPORT (RCR) INSTRUCTIONS

This is just a friendly reminder that you must complete your move-in RCR within 10 days of moving into your apartment (to be completed **no later than Tuesday, September 6, 2016**). After 7 days, staff will mark the RCR as complete, and any damages noted upon move-out will be billed to your account.

To complete your RCR follow these easy steps:

To Complete Using Your Computer:

1. Log in to the Resident Portal at www.millenniumhall.com
2. Click on the RCR tab.
3. Click on View.
4. For each room in your apartment, please log any existing damages for each of the items listed. You may click on Mark All Good if there are no damages for that room. This will save you time in completing the form.
5. For any item which is not in good condition, please change the selection's status to one of the following:
 - a. 'Repair' if the item is damaged and needs to be repaired. This will create a work order for the item.
 - b. 'Note' if the item is damaged but does not need to be repaired (i.e. desk has a small surface scratch)
6. Enter a description of the damaged item. Be as specific and concise as possible.
7. Click 'Submit Inspection' to submit your RCR for Management review. Once the RCR is submitted, it is no longer available for editing.

To Complete Using the PB Inspector App

1. Download PB Inspector App on smart phone
2. Click on "I am a resident" and login using your resident portal account.
3. Click on the OPEN work order which contains your RCR.
4. Click "Begin Inspection" on the bottom left of screen.
5. For each room in your apartment, please log any existing damages for each of the items listed. You may click on Mark All Good if there are no damages for that room. This will save you time in completing the form.
6. For any item which is not in good condition, please change the selection's status to one of the following:
 - a. 'Repair' if the item is damaged and needs to be repaired. This will create a work order for the item.
 - b. 'Note' if the item is damaged but does not need to be repaired (i.e. desk has a small surface scratch)
7. Enter a description of the damaged item. Be as specific and concise as possible.
8. Click "Back" until you get to the main page and then click 'Submit Inspection' to submit your RCR for Management review. Once the RCR is submitted, it is no longer available for editing.

The RCR will be reviewed by staff within one to two business days. If there is an item that can be repaired, but you listed it as a 'note', we will put in a work order to have the item repaired. If any of the items requiring repairs are an emergency, please contact the Management Office (during normal business hours) or the RA on duty (after-hours) immediately. Please let us know if you have any questions by either stopping by the office, or giving us a call at 410-704-6455.