Post-Hurricane Florence  
Office/Room Condition Report

Date: ________________________  Faculty/Staff Name: ________________________________________________

Building: ____________________     Office/Room #: ____________________________________________________

Please check any condition that applies to the space listed above. In the space provided, please include detailed descriptions and information. You can complete this form by writing or typing.

**Significant Damage:**

☐ Ceiling collapse ____________________________________________________________

☐ Window cracked/blown out ____________________________________________________

☐ “Active” water (water continuing to collect) ______________________________________

☐ Other ______________________________________________________________________

☐ No significant damage exists in the space above

**Other Damage/Concerns:**

☐ Ceiling tile(s) wet  

☐ Ceiling tile(s) missing  

☐ Carpet wet  

☐ Carpet missing  

☐ Water marks on wall  

☐ Computer damage / not working properly  

☐ Telephone damage / not working properly  

☐ Ants or other pests present  

☐ Other (including any condition that concerns you regarding your office)

___________________________________________________________________________________________

___________________________________________________________________________________________

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☐ No concerns to report

Submit this form to the Business Core Service Team in McNeill Hall 1055, to your School Administrative Staff, or via email to CHHSBusinessServices@uncw.edu.