

RESTRICTED

<https://myinventory.fxplus.ac.uk/>

My Accommodation Inventory

Log in

My Accommodation Inventory

Welcome to the Falmouth Exeter Plus My Accommodation Inventory.

Please Login to continue.

Log in

FALMOUTH UNIVERSITY  UNIVERSITY OF EXETER

Copyright © 2017 - Falmouth Exeter Plus. All rights reserved.

The inventory needs to be completed within 7 days of moving into your accommodation. Please ensure that you complete the inventory forms in as much detail as possible.

RESTRICTED

Log in using your university username and password

My Accommodation Inventory

Log In

Log in.

Enter University Account Name And Password

Domain

Student



User name

The User name field is required.

Password


Log in


Select the location of your room


My Accommodation Inventory Location: The Warehouse Block: N/A Flat: 7 Room: 2


Log off

Select Location

Location: 

Block: 

Flat: 

Room: 

← Once you select the location box, the Block location will appear for selection, followed by the flat and then the room selection.

It is really important that you select the correct details in this section as the inventory will be logged against the room details that you submit.

The location cannot be altered after you submit the inventory.

If you live at an accommodation site where a location detail is not relevant (i.e. The View does not have blocks) – select N/A in the location box that does not apply.

Double check that the location details you have selected are correct

My Accommodation Inventory Location: Glasney Parc Block: A Flat: 1 Room: 1

Log off

Select Location

Location:

Block:

Flat:

Room:

You have selected Glasney Parc Block A Flat 1 Room 1

Please ensure the above is correct and change as necessary. Then click "Submit".

Submit

If you need to change the details of the location this is the time to do this. Once you confirm that you have selected the correct details – click 'Submit'

Select a form to complete

My Accommodation Inventory Location: Glasney Parc Block; A Flat; 1 Room; 1

Log off

Select Form

Please make your choice below as to which form you wish to submit.

[Submit Individual Form](#)

[Submit Communal Form](#)



Copyright © 2017 - Falmouth Exeter Plus. All rights reserved.

The individual form is the inventory for your bedroom and the communal form is the inventory for the shared areas of your accommodation.

Both forms must be completed in order for the inventory to be submitted.

Fill in the form and click 'Save' once completed.

My Accommodation Inventory Location: Glasney Parc Block: A Flat: 1 Room: 1

Individual

Bedroom

Item Name	Item Condition	Comments
Mattress & Bed	Select Condition ▼	<input type="text"/>
Mattress Cover	Select Condition ▼	<input type="text"/>
Desk Chair	Select Condition ▼	<input type="text"/>
Desk/Drawers	Select Condition ▼	<input type="text"/>
Pin Board	Select Condition ▼	<input type="text"/>
Coat Hooks	Select Condition ▼	<input type="text"/>
Bookshelves	Select Condition ▼	<input type="text"/>
Bedside Cabinet	Select Condition ▼	<input type="text"/>
Wardrobe & Mirror	Select Condition ▼	<input type="text"/>
Safe	Select Condition ▼	<input type="text"/>
Telephone & Lead	Select Condition ▼	<input type="text"/>
Waste Bin	Select Condition ▼	<input type="text"/>
Curtains & Rail	Select Condition ▼	<input type="text"/>
Carpet/ Flooring	Select Condition ▼	<input type="text"/>
Walls	Select Condition ▼	<input type="text"/>
En-Suite	Select Condition ▼ <small>A value is required</small>	<input type="text"/>

Condition list

Select Condition
Good
Fair
Poor
Not Working
Missing

Please ensure you fill in the comments section detailing the issue, if there is one and you have selected a condition other than "Good".

For example;
 Item - Desk
 Condition - Fair
 Comments - desk is scuffed with a few small scratch marks on the surface above the drawers.

For every item the condition must be selected. You will be unable to save the form unless all item conditions have been completed.

Add any additional comments

My Accommodation Inventory Location: Glasney Parc Block: A Flat: 1 Room: 1

Log off

Individual Comments

Please enter any additional comments you would like to make on the condition of the room below. If you disagree with any of the information please make a clear detailed note in the comment box

Any Additional Comments

Submit

Provide any further information that you feel is relevant to the condition of your room that you have not already provided on the inventory form.

These comments will be added to your inventory form.

Review your inventory forms

My Accommodation Inventory Location: The Warehouse Block: N/A Flat: 7 Room: 2

Log off

Inventory Forms Complete

Thank you for completing the inventory forms. You may now either review your completed forms below or proceed to submitting the forms to accommodation.

[Review Individual Form](#)

[Review Communal Form](#)

Complete Submission Process

Please tick the checkbox below and click submit to complete the process. Any information that is not entered on the forms may result charges for repairs, cleaning or redecoration required at the end of your tenancy.

Agree to Terms and Conditions

Submit

If you want to check your forms or add any further comments you can select one or both of the forms to review.

Once the inventory is submitted you cannot edit the inventory forms.

Submit your inventory

My Accommodation Inventory Location: The Warehouse Block: N/A Flat: 7 Room: 2

Log out

Inventory Forms Complete

Thank you for completing the inventory forms. You may now either review your completed forms below or proceed to submitting the forms to accommodation.

[Review Individual Form](#)

[Review Communal Form](#)

Complete Submission Process

Please tick the checkbox below and click submit to complete the process. Any information that is not entered on the forms may result charges for repairs, cleaning or redecoration required at the end of your tenancy.

Agree to Terms and Conditions

Submit

Terms and Conditions of Residence 2.3 - You agree to complete the Inventory and provide details of the condition of the Accommodation as soon as possible and in any event within 7 days of taking occupation of the Accommodation. If there is any damage, you must notify us via e-mail to halls.help@fxplus.ac.uk. If you do not do so, we shall assume that the condition of the room is correct.

Tick the 'Agree to Terms and Conditions' box once you are ready to submit your inventory

Inventory process complete

My Accommodation Inventory

Log off

Process Complete

Thank you for completing the process. You may now log out of the system



Copyright © 2017 - Falmouth Exeter Plus. All rights reserved.

The inventory form will be referred to when the final inspection of your room is carried out at the end of your accommodation agreement. Any damage or missing items not noted on the inventory will be charged to your accommodation deposit.

If you have any maintenance issues in your room that you have noted on the inventory forms please report these to halls.help@fxplus.ac.uk. Any reported maintenance issues will then be passed to the Estates Maintenance team for repair.