

RA Duty Log

RA on Duty: _____

Date: _____

Round #: _____ Round Time: _____

Round Details: Include residents you interacted with, what is going on in the building, and any other details from your round.

Condition of items you observed on your round. A= Acceptable, U= Unacceptable, and N= Not Applicable.

Fire Extinguisher: ____ Fire Alarm Pull Station: ____ Trash Cans: ____

Lobby: ____ Kitchen: ____ Bathrooms: ____ Exterior Doors: ____ Exterior Lights: ____

Hallway Lights: ____

Lockouts: Please list each student who was locked out of their room:

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