How to complete the Inventory Survey on the UCD Residences Portal

Step 1: Log in to the UCD Residences Portal

UCD Residences Portal

Welcome to the UCD Residences portal. The door way to your home away from home!

The Residents portal is where you will manage all aspects of your residential experiences including accommodation applications, residence inductions, picking arrival times, logging service requests, cancellations and other aspects.

If you have any queries on this please contact UCD Residences via email at residences@ucd.ie or via phone on 00353-1-7167000.

Existing/Prospective Students Login

All existing and prospective students should login with their UCD connect Username and Password. Click here for details on your UCD connect account.

If you are unable to login with your UCD connect details click here to check your password.

For information on how we manage your personal data, see the following link: Privacy Notice.

Login

Step 2: Once signed in, click on the "Your Room" tab and select the option for "Inventory Request".

UCD Residences Portal!

STUDENT ID
21213087

NAME
Testing Test

EMAIL ADDRESS
testing.test1@ucdconnect.ie

logout ➡

2023-24

Your Application

Your Offer

Induction

Your Room

Statement/Payments

STATUS: Please use the following options to submit a request.

Accommodation Cancellation Request

Request a Room Transfer

Overnight Visitor Request

Report a Welfare Concern

Maintenance Request

Inventory Request

Review submitted requests

Step 3: Here you will see a detailed breakdown of the inventory in your room. Please take a look around your room and check all of the items listed below.

Room Inventory

This inventory is an official record of the condition of your room when you arrive.

If the apartment inventory is not completed within two weeks of arrival, it may result in challenges for residents in highlighting damages accurately, and could result in a potential financial charge where any damages are demonstrated to have occurred.

If any Inventory item is disputed, by making a dispute you agree to the University entering the Accommodation to undertake the maintenance or repair if required.

Please take a look around your room and check all of the items listed below.

Bedroom

- Bedroom Door - Includes Frame, Handle, Lock
- Desk and Chair
- Bed Headboard and/or wall protector
- Bed Base
- Matress
- Curtain - Including rail
- Main Bedroom Light
- Bedroom Walls
- Window - Includes handle/restrictor/vent
- Electrical Sockets
- Carpet
- Ceiling
- Smoke/fire alarm
- Bin
- Light Switches

En-Suite

- Toilet - Including Seat
- Toilet Roll Holder
- Shower - Including all related fixtures
- Mirror
- Sink - Inlcluding taps, plug etc
- Toilet Brush
- Bathroom Extractor Fan
- Bathroom Decor Walls and Ceiling
- Bathroom Door
- Light Switches
- Towel Rail
- Pull Chords (Access Room Only)
- Shower Seat (Access Room Only)
- Shower Support Arm (Access Room Only)
- Bathroom Room Flooring

Communal Shared Areas

- Door Bell
- Doors and Fittings
- Walls - Condition/Decor
- Ceiling - Condition/Decor
- Flooring in Order
- Lighting in Order
- Worktop Surface
- Wall & Floor Cupboards
- Sink and drainer
- Hob
- Oven (Village only)
- Fridger/Freezer
- Microwave
- Toaster
- Kettle/Base
- Cleaning Equipment (Mop & Bucket)
- Vaccum Cleaner
- Dining Chairs/Stools
- Dining Table/Worktop Area
- Soft Seating
- Fire Extinguisher
- Fire Notice
- Windows

Step 4: If you there are no issues with your room, please press "Accept", tick the box below to confirm and press "Submit Request"

Do you wish to accept or dispute the inventory?
If you are happy with the condition of your room, please select that you Accept the inventory.

- ⦿ Accept
- ○ Dispute

☐ I understand that I am submitting my Inventory and this cannot be changed without contacting the accommodation team.

Return to Hub   Submit Request

Step 4: If you there are issues with your room, please press "Dispute", give a detailed explanation of the issues and press "Submit Request"

Do you wish to accept or dispute the inventory?
If you are happy with the condition of your room, please select that you Accept the inventory.

○ Accept

● Dispute

Please list the disputed items individually with a clear description of the issue.

☐ I understand that I am submitting my Inventory and this cannot be changed without contacting the accommodation team.

Return to Hub

Submit Request