



FAS Office of Physical Resources & Planning

Harvard Yard Operations

Suite Damage Letters

Students need to check their rooms thoroughly for any damage upon their arrival. Each rooming group must list any such damage in a letter, signed by all roommates, and delivered to the Harvard Yard Operations office in Weld Hall Basement by 4:00 PM the first Wednesday after move in. Damage includes any of the following:

- holes, dents, marks, or scratches in the wall, including nail or tack-holes
- illegal adhesive residue on walls, e.g., scotch tape, double-stick squares, or any wall-mounted hooks or coat-hangers using such adhesives
- severely scratched floors or furniture
- any other type of damage which does not interfere with the room's function.

This letter is our record of suite condition prior to move in, and is the basis of charges for suite damage at the end of the term. If your rooming group does not submit this letter, then we will use our most recent records, which may date to September 1998 or earlier. It is therefore in your best interests to submit a list of damages on time in order to protect yourself against unnecessary charges. Also, please note that damage listed on these letters will not be repaired while the rooms are occupied. Any maintenance requiring immediate attention should be submitted separately to our office either by phone, 617-495-1874, by e-mail, yardops@fas.harvard.edu, or in person.