

Averett University
Residence Life Office
Resident Assistant Duty Log

Building: _____ Date: _____

R.A. _____

Please fill out one duty log every night that you are on duty. Be sure to do rounds at least once per hour (more if necessary). Be specific (i.e. time of rounds, name of students, room #, location...). Please check all doors to ensure they are not propped and check all fire extinguishers.

Observations/Comments:

Disciplinary Problems:

Time: _____ Location: _____

Name of Students: _____

Was an incident report filed? Yes No

Explain problem briefly below:

Maintenance Problems:

Location: _____ Work Order #: _____

Was a work order filed? Yes No

Explain nature of the problem below:

General Information:

Please include any additional information that may be beneficial to the Residence Life staff.

This form must be completed and returned to the Residence Life Office by 9:00am the following morning.