

MECHANICAL ENGINEERING DEPARTMENTAL EXIT CHECKLIST

Before leaving the Department, this form must be completed by all Department and Research Staff, Faculty, Post Doctoral Fellows, Graduate Students, and Visiting Scholars. Please obtain signatures, or check "N/A".

| | | | | | | |
|---|--|-----------------|---|--|-----------------------|--|
| Name | | | ID# | | Departure Date | |
| Role | | | | | | |
| Computer | | | | | | |
| Computer equipment and any other items borrowed from the supervisor have been returned. Personal files and passwords have been removed. | | | | | | |
| | | | SUPERVISOR | | N/A | |
| Textbooks | | | | | | |
| All textbooks or materials borrowed have been returned to the various TAs and instructors | | | | | | |
| | | | SUPERVISOR | | N/A | |
| Research & Workshops | | | | | | |
| Research area has been cleaned up, dismantled, etc. to our satisfaction | | | | | | |
| Chemicals have been disposed of or stored properly | | | | | | |
| Equipment has been properly labeled | | | SUPERVISOR | | N/A | |
| Tools | | | | | | |
| Tools and equipment borrowed have been returned to the technicians in JHE-207 | | | | | | |
| | | | MECHANICAL ENGINEERING TECHNICIAN | | N/A | |
| Keys | | | | | | |
| All building keys and access cards have been returned to The Hub in JHE-216A | | | | | | |
| | | | THE HUB (JHE-216A) | | N/A | |
| Keys to study desk and assignment drop boxes have been returned to the Mechanical Engineering office in JHE-310A (if applicable) | | | | | | |
| | | | MECHANICAL ENGINEERING OFFICE | | N/A | |
| Grad Lockers | | | | | | |
| Locker cleaned out; combination lock returned to JHE-310A | | | | | | |
| | | | MECHANICAL ENGINEERING OFFICE | | N/A | |
| Office Space | | | | | | |
| Desk, drawers, and office space have been cleared and all personal belongings have been removed (if applicable) | | | | | | |
| | | | MECHANICAL ENGINEERING OFFICE | | N/A | |
| Forwarding Address | | | | | | |
| Address: | | | | | | |
| City: | | Province: | | | | |
| Mail Code: | | Country: | | | | |
| Phone: | | Personal Email: | | | | |
| Other | | | | | | |
| Email forwarding service can be set up at the following url: | | | https://tinyurl.com/macmailfwd | | | |
| Graduation/Convocation Information | | | http://registrar.mcmaster.ca/category/grad/ | | | |

RETURN THE COMPLETED FORM TO: mech@mcmaster.ca
GRADUATE STUDENTS RETURN THE COMPLETED FORM TO: mechgrad@mcmaster.ca