

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-310 (if applicable)	MECHANICAL ENGINEERING OFFICE		N/A
Grad Lockers			
Locker cleaned out; combination lock returned to JHE-310	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