Civil 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

<table>
<thead>
<tr>
<th>Name</th>
<th>ID #</th>
<th>Departure Date</th>
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Computer
- Manuals, disks, computer equipment and any other items borrowed from the supervisor have been returned.
- Personal files and passwords have been removed.
  Supervisor

Textbooks
- All textbooks borrowed have been returned to the instructors or to the department.
  Supervisor

Research Areas
- Research area has been cleaned up and dismantled and chemicals have been disposed of or stored properly.
  Supervisor

Tools
- Tools and equipment borrowed have been returned to technicians.
  Supervisor

Keys
- All building keys and access cards have been returned to the Docucentre in JHE-216A. Any keys used for desk have also been returned to Civil Engineering Office in JHE-301.
  Civil Engineering Office

Departmental Theses
- Theses borrowed from the Department Office have been returned.
  Civil Engineering Office

Office Space
- Desk, drawers, mailbox, and office space have been cleared and all personal effects removed.
  Civil Engineering Office

Forwarding Address