

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

Name	ID #	Departure Date
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		