**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID #</th>
<th>Departure Date</th>
</tr>
</thead>
</table>

**Computer**

Manual, 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 various TAs and instructors

SUPERVISOR

**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

**Tools**

Tools and equipment borrowed have been returned to the technicians in JHE-205

MECHANICAL ENGINEERING TECHNICIAN

**Keys**

All building keys and access cards have been returned to the Docucentre in JHE-216A

THE HUB (JHE 216A)

Keys to study desk and drop boxes have been returned to the Mechanical Engineering office in JHE-310

MECHANICAL ENGINEERING OFFICE

**Departmental Theses**

Theses borrowed from the Department Office have been returned

MECHANICAL ENGINEERING OFFICE

**Office Space**

Desk, drawers mailbox, and office space has been cleared and all personal belongings have been removed

MECHANICAL ENGINEERING OFFICE

**Forwarding Address**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Province:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Mail Code:</td>
<td>Country:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

We will forward your mail for up to 3 months. For T4 mailing purposes, please let us know if your address changes.

**Other**

Email forwarding service can be set up at the following url: [http://tinyurl.com/macfwd](http://tinyurl.com/macfwd)


RETURN COMPLETED FORM TO THE DEPARTMENT OFFICE IN JHE-310  
REVISION 2016-09