**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>
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### 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.

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

Address:  
City:  
Province:  
Mail Code:  
Country:  
Phone:  
E-mail:  

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/macemailfwd

Graduation/Convocation Information  http://registrar.mcmaster.ca/category/grad/