

# 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

Name	ID #	Departure Date
<b>Computer</b>		
Manual, disks, computer equipment and any other items borrowed from the supervisor have been returned. Personal files and passwords have been removed.	SUPERVISOR	
<b>Textbooks</b>		
All textbooks borrowed have been returned to the various TAs and instructors	SUPERVISOR	
<b>Research &amp; Workshops</b>		
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	
<b>Tools</b>		
Tools and equipment borrowed have been returned to the technicians in JHE-205	MECHANICAL ENGINEERING TECHNICIAN	
<b>Keys</b>		
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	
<b>Departmental Theses</b>		
Theses borrowed from the Department Office have been returned	MECHANICAL ENGINEERING OFFICE	
<b>Office Space</b>		
Desk, drawers mailbox, and office space has been cleared and all personal belongings have been removed	MECHANICAL ENGINEERING OFFICE	
<b>Forwarding Address</b>		
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.		
<b>Other</b>		
Email forwarding service can be set up at the following url:	<a href="http://tinyurl.com/macemailfwd">http://tinyurl.com/macemailfwd</a>	
Graduation/Convocation Information	<a href="http://registrar.mcmaster.ca/category/grad/">http://registrar.mcmaster.ca/category/grad/</a>	