

Exit Form

Department	<input type="checkbox"/> CBE <input type="checkbox"/> CGE <input type="checkbox"/> ECE <input type="checkbox"/> MECH <input type="checkbox"/> Other:		
Name			
End Date / Term		Workstation Room	
Contact Number		Supervisor's Name	
Laboratories Used	1.	2.	3.
Nature of Employment (check all that apply)	<input type="checkbox"/> Visiting Student <input type="checkbox"/> Summer Student	<input type="checkbox"/> Graduate Student <input type="checkbox"/> Researcher	<input type="checkbox"/> PhD <input type="checkbox"/> Post Doc
Status	<input type="checkbox"/> Exiting (returning keys) <input type="checkbox"/> New Position In Department (keeping keys)		

INSTRUCTIONS: Read Entire form; please obtain the following checks and signatures confirming the following conditions are satisfactory upon completion of current employment or study period. (In the order that they appear)

A1. Library – All books returned and fines paid.

Librarian's (or designate's) Signature	X	Date:
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A2. Computing – Account closure. (Keeping Account Open)

Computer Facilities Mgr. (or designate's) Signature	X	Date:
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B1. Laboratory #1 Lab Name and Room: _____ N/A

- All laboratory equipment, tools and components returned in good condition and decontaminated
- Materials and samples properly disposed. All chemicals WHMIS labeled and organized for others' use
- Laboratory work areas are clean and decontaminated
- WSEP *Equipment and Area Release Form* completed, if a hazard is known to exist N/A
- Computer returned, chair and workstation clean and decontaminated N/A
- WSEP *Lab Decommissioning Certificate* attached N/A

Note:	Lab Manager's Signature	X	Date:
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B2. Laboratory #2 Lab Name and Room: _____ N/A

- All laboratory equipment, tools and components returned in good condition and decontaminated
- Materials and samples properly disposed. All chemicals WHMIS labeled and organized for others' use
- Laboratory work areas are clean and decontaminated
- WSEP *Equipment and Area Release Form* completed, if a hazard is known to exist N/A
- Computer returned, chair and workstation clean and decontaminated N/A
- WSEP *Lab Decommissioning Certificate* attached N/A

Note:	Lab Manager's Signature	X	Date:
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B3. Laboratory #3 Lab Name and Room: _____ N/A

- All laboratory equipment, tools and components returned in good condition and decontaminated
- Materials and samples properly disposed. All chemicals WHMIS labeled and organized for others' use
- Laboratory work areas are clean and decontaminated
- WSEP *Equipment and Area Release Form* completed, if a hazard is known to exist N/A
- Computer returned, chair and workstation clean and decontaminated N/A
- WSEP *Lab Decommissioning Certificate* attached N/A

Note:	Lab Manager's Signature	X	Date:
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C. Keys – Key custodian: Room 2A20.1

- The Key Request Form matches the keys being returned (note any keys not returned)
- Keys are being kept because: _____

Key Custodian's Signature	X	Date:
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D. Your Supervisor – Work has been completed to supervisor's satisfaction.

- Computer returned, workstation and lab spaces cleaned N/A
- Research completed N/A

Supervisor's Signature	X	Date:
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Supervisor's Notes:

E. Acknowledgements:

Submit this completed list to the Departmental Administrator in the departmental office after obtaining all required and applicable signatures above.

Sign form when complete and delivered to Departmental Administrator.

Employee or Student Signature	X	Date:
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Notes:

Departmental Administrator's Signature	X	Date:
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Exit Form reviewed and compared with Orientation Checklist – with no discrepancies.

Notes:

Copies: Supervisor's Files College Central Files Lab Managers' Files Employee (upon request)