School of Engineering Exit Checklist

General information

To be completed by the student / staff member in consultation with their supervisor, prior to finalisation of project or departure from the University. Exit checklist to be returned to Technical Staff.

Staff/Student Details

Name	
Deakin ID	
Location (office or lab)	
Mobile number	
Personal email address	

Questions to complete in conjunction with supervisor / Technical Staff

Have keys for buildings, rooms or storage facilities been returned to Student Central?	
Has all Faculty or School equipment, incl first aid kits, been returned?	
Has the office area / desk been left in a clean and tidy state?	
Has the lab area been left in a clean and tidy state? • Fridge / freezer / cupboards cleared and cleaned out? • Samples disposed or labelled with "dispose in [year]"	
Have all chemicals/reagents/consumables been checked with supervisor / Tech staff to decide on redistribution to other lab members or safe disposal? If redistribution, name of staff/student:	
Has all data been stored on the share drive as per supervisor's instruction?	

Declaration

I_____, confirm that I have returned all University property. I also understand that the University has the right to take appropriate action to recover outstanding property.

Signatures

Staff / student signature	
Date	
Supervisor name	
Supervisor signature	
Date	
Tech Officer signature	