**Office Departure Form**

This document is to be used by the departing office user to assess whether they have satisfactorily left the office in an adequate state and that other colleagues will not be impacted on their leaving.

**Note**: PhD Thesis binding will only be provided by the department on successful completion of this form.

|  |  |
| --- | --- |
| **Action** | **Signed & Dated** |
| **Return of Items** All of these items should be returned to the Facilities Manager (where applicable):* Keys (Office)
* Pedestal Keys
* Laptops & Other Computing Equipment if provided by Department
 |  |
| **Personal Items**Ensure that you have completely removed personal items from the:* Desk
* Pedestal
* Shared Areas
* And have returned any items if borrowed
 |  |
| **Administration** Ensure that: * You have provided a forwarding address to the admin team.
* Backed up all personal files
 |  |
| **Safety Actions**Where applicable ensure that: * All outstanding actions that you are responsible for on the most recent safety audit for your office are satisfactorily completed prior to exit.
* All surfaces are clean and safe
 |  |
| **Lab Departure Form** This is only to be used by Lab Users:* The Lab Departure Form is complete and signed.
 |  |

**Sign-Off**

We are satisfied that all relevant lab and office items have been satisfactorily addressed.

|  |  |  |
| --- | --- | --- |
| Student Name: | Signed: | Date: |
| Supervisor Name: | Signed: | Date: |
| Facilities Manager Name: | Signed: | Date: |

We hope you have enjoyed your time at UCL Chemical Engineering and wish you all the best in the future.

Any questions: Please contact either your supervisor or Ralph Hick – Technical Safety Officer.

r.hick@ucal.ac.uk | Room 205A