

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