

## Checklist for vacating IAB offices

Name: \_\_\_\_\_ Person(s) completing checklist: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Date office is to be vacated: \_\_\_\_\_

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When vacating an office space, please complete this checklist and return to: Jami Warrick, IAB Safety Coordinator (mailbox in 311 Irving I). As a courtesy to the next person moving into the office, the outgoing person (or PI) is responsible for ensuring that the following checklist is completed. Questions? Call Jami at x5455.

- o **Furniture and books:** Please remove all unwanted personal furniture, books, and papers. Large, University-owned furniture items may be left behind or tagged for removal if broken or worn out.
  
- o **General cleanliness:**
  - o All trash should be removed from the office, and floors should be swept and/or mopped.
  - o All tape should be removed from walls, doors, drawers, and cabinets.
  - o All posters should be removed from walls and doors.

Following completion of this checklist, the office will be inspected prior to being turned over to either a new occupant or to Facilities Services for renovations and/or painting. The office will not be released until all of the guidelines listed above have been met. Please ask for assistance if necessary.

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### For office use only:

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Pass: Y      N

Notes:

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By: JW