Checklist for vacating IAB offices

Name: _____________________________ Person(s) completing checklist: _______________________________
Building: _______________________ Room #: ______________ Date office is to be vacated: ______________

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.

- **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.

- **General cleanliness:**
  - All trash should be removed from the office, and floors should be swept and/or mopped.
  - All tape should be removed from walls, doors, drawers, and cabinets.
  - 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:

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Pass:  Y  N

Notes:

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Effective date: October 11, 2004
Last revision: March 2007
By: JW