



ME/CE/AM Building/Lab Checkout And Departure Form

Name: _____
(please print)

Date: _____

Option: _____

Department

- Keys Library Books Office space clean

Department Administrator and Date

Research Laboratory

- All chemicals properly stored or disposed of through Caltech's Safety Office.

List chemicals:

- Laboratory bench clean

- Personal items removed

Group Safety Officer and Date

Forwarding Information

Effective Date: _____

To be used to forward your mail and other special invitations from MCE. We forward mail for 3-months after the effective date listed above, be sure to send out your change of address information to everyone.

Home Address: _____

Phone Number: _____

Employer/School Address: _____

Job Title or Graduate Department _____

Email Address: _____