



Faculty of Natural Sciences and Technology

# Form for people who leave IKP

Department: Chemical Engineering

Rev. 8 date:  
05.03.2020

<b>Name</b>	
<b>Job title</b>	
<b>Lab accesses (rooms)</b>	
<b>Department / Company</b>	

	Checked by	Date/ Signature
Empty belongings in your office	Engineer /Adm. personnel	
Return computer(s)	Computer purchaser	
Software, data results, backup and instructions	Supervisor Engineer	
<b>Lab:</b> Procedure, software, status of instruments/rigs	Engineer/Supervisor	
<b>Lab:</b> Collect all samples, clean your chemical storage cabinets. Keep (label with supervisors name, project and year) or dispose	Engineer/Supervisor	
<b>Lab:</b> Collect all your original purchased chemicals (Keep or dispose)	Engineer	
<b>Lab:</b> Gas bottles (Keep or return)	Engineer	
<b>Lab:</b> Equipment and materials bought Example; pipets, filters, tubes, vials (Collect)	Engineer/Supervisor	
<b>Lab:</b> Return lab safety protective measures	Purchaser/ Engineer	
Return key (door and cabinets)	Engineer/ HR	

Date/signature, person leaving: .....

Date/signature, engineer or HR: .....

**Deliver filled form to engineer**