



EXIT INSPECTION FOR  
STUDY SPACE/OFFICES AND LAB(S)

By signing, you are confirming that the study space/offices, labs and/or associated equipment are in good working order, clean, safe, free of waste, and free of personal items. **Please return completed forms and keys/access cards to Lauren Bradshaw, Faculty Health & Safety Coordinator, ED 412.**

| STUDENT NAME | STUDENT ID | SUPERVISOR NAME | DATE |
|--------------|------------|-----------------|------|
|              |            |                 |      |

Initial reason for using space: \_\_\_\_\_  
(undergrad project, MENG project, MASC research, PhD research, visiting student, etc.)

Upon exiting this particular space, will you still have keys/access cards to **other** offices/labs in the Faculty? If so, which spaces? (*Note: The \$100 key deposit is a **one-time** fee. Refunds are only issued after return of **all** keys in your possession*).

☐ Yes: \_\_\_\_\_

☐ No: refund is requested

\_\_\_\_\_  
Student Signature

**FOR SUPERVISOR**

☐ **Study Space/Office** Satisfactory    ☐ Not Satisfactory    ☐ Not Applicable  
(include attached checklist Part 1)  
Building/Room Number(s) \_\_\_\_\_

☐ **Dry/Wet Lab** Satisfactory    ☐ Not Satisfactory    ☐ Not Applicable  
(include attached checklist Part 2, if applicable)  
Building/Room Number(s) \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Supervisors must inspect applicable areas WITH the student using the attached checklist(s).**

**OFFICE USE ONLY**

*Checklist for Return*

- ☐ Inspection checklist complete (LB)  
☐ Access cards/keys returned, numbers:  
☐ Entered in Keys & Training Spreadsheets  
☐ Refund (check TSAAREV send info to FS)    Or ☐ Refund Not Applicable  
☐ Date info sent to FS: \_\_\_\_\_



**EXIT INSPECTION PART 1: STUDY/OFFICE SPACE (IF APPLICABLE)**

| STUDENT NAME | DATE OF INSPECTION | SUPERVISOR PRESENT | ROOM(S) |
|--------------|--------------------|--------------------|---------|
|              |                    |                    |         |

| REQUIREMENT                                                                                                                                                          | YES | NO | N/A | COMMENTS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 1. Have you cleaned your office area, desk, desk drawers and chair?                                                                                                  |     |    |     |          |
| 2. Have printer cartridges, boxes and papers been recycled (or shredded if appropriate)?                                                                             |     |    |     |          |
| 3. Has all garbage been discarded?                                                                                                                                   |     |    |     |          |
| 4. Have all personal items been removed?                                                                                                                             |     |    |     |          |
| 5. Have all non-personal items been returned to your supervisor, such as equipment manuals, software, CD's, flash drives, office supplies, borrowed textbooks, etc.? |     |    |     |          |
| 6. Has your computer hard drive been cleared, with passwords deleted or given to your supervisor?                                                                    |     |    |     |          |
| 7. Has all relevant work been forwarded to your supervisor (including exams, assignments, answer keys, etc. from classes in which you were a TA/GTA)                 |     |    |     |          |
| 8. Have all keys to drawers, cabinets, etc. been returned to your supervisor?                                                                                        |     |    |     |          |
| 9. Other:                                                                                                                                                            |     |    |     |          |
| 10. Other:                                                                                                                                                           |     |    |     |          |



**EXIT INSPECTION PART 2: LABORATORIES (IF APPLICABLE)**

| STUDENT NAME | DATE OF INSPECTION | SUPERVISOR PRESENT | ROOM(S) |
|--------------|--------------------|--------------------|---------|
|              |                    |                    |         |

**NOTE: For assistance with any of the following requirements or subsequent arrangements, please contact [Lauren.Bradshaw@uregina.ca](mailto:Lauren.Bradshaw@uregina.ca)**

Specific questions related to radiation can also be directed to [Sarah.Posehn@uregina.ca](mailto:Sarah.Posehn@uregina.ca)

Specific questions related to biosafety can also be directed to [Health.Safety@uregina.ca](mailto:Health.Safety@uregina.ca)

| REQUIREMENT                                                                                                                                                                                                                                                             | YES | NO | N/A | COMMENTS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 1. Have you <b>cleaned</b> your general lab work space (including bench tops, shelves, cupboards, desks, storage areas, refrigerators, freezers, fume hoods, etc.)?                                                                                                     |     |    |     |          |
| 2. Have all <b>lab tools and supplies</b> been returned to their proper locations and left in suitable condition for the next user?                                                                                                                                     |     |    |     |          |
| 3. Have work spaces and storage units (such as refrigerators, freezers, cold rooms, cupboards, chemical cabinets, fume hoods, etc.) been properly <b>surveyed</b> in order to locate your reagents, samples, gases and hazardous waste?                                 |     |    |     |          |
| 4. Have all <b>compressed gas cylinders</b> that are empty or no longer needed been returned to Praxair, or arrangements made for their return? (Please specify arrangements and attach a list)                                                                         |     |    |     |          |
| 5. Has <b>all hazardous waste</b> (chemical, biological, sharps, broken glass, etc.), <b>including samples &amp; reagents no longer needed</b> , been sent to Science Stores for disposal? If not, please label all waste and attach a completed disposal request form. |     |    |     |          |
| 6. Has all <b>glassware</b> been emptied, cleaned, and the contents contained for disposal? (Check lab area plus refrigerators, freezers, fume hoods, biological safety cabinets, storage cabinets, etc.)                                                               |     |    |     |          |
| 7. Has all <b>lab equipment</b> been shut down, cleaned and left in suitable condition for the next user?                                                                                                                                                               |     |    |     |          |



|                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 8. If <b>lab equipment</b> or <b>old computer equipment</b> must be discarded, have you made arrangements for U of R <b>salvage posting</b> along with cleaning, removal & disposal of hazardous contents (radioactive sources, chemicals, biologicals, capacitors, transformers, mercury switches and thermometers, chlorofluorocarbon refrigerant fluids, etc.)? |  |  |  |  |
| <b>FOR GAS CYLINDERS, CHEMICALS &amp; SAMPLES THAT NEED TO REMAIN IN THE LAB:</b>                                                                                                                                                                                                                                                                                  |  |  |  |  |
| 9. Has someone been designated to take ownership? (If yes, please indicate new owner and attach list of gases, chemicals and/or samples.)                                                                                                                                                                                                                          |  |  |  |  |
| 10. Are all remaining <b>gas cylinders</b> stored securely (disconnected from equipment, regulators removed, capped, securely strapped)?                                                                                                                                                                                                                           |  |  |  |  |
| 11. Are all remaining <b>chemical and sample</b> containers securely closed, in good condition, and stored appropriately?                                                                                                                                                                                                                                          |  |  |  |  |
| 12. Are all remaining <b>chemical containers</b> barcoded and labeled legibly with workplace or supplier labels?                                                                                                                                                                                                                                                   |  |  |  |  |
| 13. Are all remaining <b>samples</b> labeled legibly?                                                                                                                                                                                                                                                                                                              |  |  |  |  |
| 14. Are there any unknown chemicals or samples remaining that you need help in identifying? (Please specify)                                                                                                                                                                                                                                                       |  |  |  |  |
| <b>MISCELLANEOUS</b>                                                                                                                                                                                                                                                                                                                                               |  |  |  |  |
| 15. Have all keys for drawers, cupboards, cabinets, etc. been returned to your supervisor?                                                                                                                                                                                                                                                                         |  |  |  |  |
| 16. Have printer cartridges, boxes and papers in the lab been recycled (or shredded if appropriate)?                                                                                                                                                                                                                                                               |  |  |  |  |
| 17. Has all garbage been appropriately discarded (including used gloves, lab coats and other PPE that cannot be reused, etc.)?                                                                                                                                                                                                                                     |  |  |  |  |
| 18. Has all relevant work been forwarded to your supervisor?                                                                                                                                                                                                                                                                                                       |  |  |  |  |
| 19. Have all personal items been removed from your work area?                                                                                                                                                                                                                                                                                                      |  |  |  |  |



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|                                                                                                                                                                                                      |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 20. Have all non-personal items been returned to your supervisor, such as equipment manuals, equipment maintenance records, software, CD's, flash drives, office supplies, borrowed textbooks, etc.? |  |  |  |  |
| 21. Have your passwords on lab computers been deleted or given to your supervisor?                                                                                                                   |  |  |  |  |
| 22. Other:                                                                                                                                                                                           |  |  |  |  |
| 23. Other:                                                                                                                                                                                           |  |  |  |  |
| 24. Other:                                                                                                                                                                                           |  |  |  |  |
| 25. Other:                                                                                                                                                                                           |  |  |  |  |