

**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		
<input type="checkbox"/> Study Space/Office Satisfactory (include attached checklist Part 1) Building/Room Number(s) _____	<input type="checkbox"/> Not Satisfactory	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Dry/Wet Lab Satisfactory (include attached checklist Part 2, if applicable) Building/Room Number(s) _____	<input type="checkbox"/> Not Satisfactory	<input type="checkbox"/> Not Applicable
_____ Supervisor Signature	_____ Date	
Supervisors must inspect applicable areas WITH the student using the attached checklist(s).		

OFFICE USE ONLY
<p><i>Checklist for Return</i></p> <p><input type="checkbox"/> Inspection checklist complete (LB)</p> <p><input type="checkbox"/> Access cards/keys returned, numbers:</p> <p><input type="checkbox"/> Entered in Keys & Training Spreadsheets</p> <p><input type="checkbox"/> Refund (check TSAAREV send info to FS) Or <input type="checkbox"/> Refund Not Applicable</p> <p><input type="checkbox"/> Date info sent to FS: _____</p>



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

Specific questions related to radiation can also be directed to Sarah.Posehn@uregina.ca

Specific questions related to biosafety can also be directed to Health.Safety@uregina.ca

REQUIREMENT	YES	NO	N/A	COMMENTS
1. Have you cleaned your general lab work space (including bench tops, shelves, cupboards, desks, storage areas, refrigerators, freezers, fume hoods, etc.)?				
2. Have all lab tools and supplies 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 surveyed in order to locate your reagents, samples, gases and hazardous waste?				
4. Have all compressed gas cylinders 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 all hazardous waste (chemical, biological, sharps, broken glass, etc.), including samples & reagents no longer needed , been sent to Science Stores for disposal? If not, please label all waste and attach a completed disposal request form.				
6. Has all glassware 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 lab equipment been shut down, cleaned and left in suitable condition for the next user?				



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



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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:				