

EACS Building Exit Procedure Checklist

The supervisor will review this form with the employee on the last date of employment. A letter of resignation, termination, or notice of transfer should be on file prior to completing this procedure.

Employee Name _____ Building _____

Today's Date _____ Effective Termination/Transfer Date _____

Please indicate that these items have been returned or remain in the building. If not applicable, indicate with NA.

- Keys (room, building, key cards, desk and file cabinet keys, etc.)
- Communication systems (pagers, radios, cell phones, etc.)
- Computers / laptops including software and manuals, keyboard, and mouse
- ID card
- Activity card, passes
- Teachers' editions of textbooks along with all resource materials
- Bookroom science lab, math lab materials
- Department or building equipment
- Library and Bookroom materials
- Gradebooks and other student data
- Posters, maps, decorations, etc. purchased by the building
- Tools
- Uniforms
- District vehicle(s)
- Scissors, stapler, electric pencil sharpener, pencils, tape dispenser, markers, crayons, other office supplies, etc.
- Professional Development Books purchased by school
- Classroom library books purchased by school
- All video and DVD materials returned to IMC or school
- All digital cameras, video recorders, and cassette/CD players
- Other (please specify: _____)

The following items belong to the employee and will be taken with the employee when he/she exits the building.

The supervisor will arrange for the following before signing off:

- Email / district website access to be terminated or transferred to _____
(contact Technology Department)
- Phone / voicemail extension to be terminated or transferred to _____
(contact Technology Department)
- Key card inactivated (new card to be issued by new school if transferred)
(contact Maintenance Department)
- Termination or transfer verified with Payroll Department

The employee has completed the following before signing off:

- Removed all messages from phone
- Removed any personal files from his/her computer system
- Identified personal items that will be taken from the building
- Contacted Personnel and Payroll Departments to complete appropriate paperwork

Date and time _____

Employee's signature _____

Supervisor's signature _____