Check list on leaving
Checkliste für ausscheidende Mitarbeiter

Name: _____

Last day: _____

Lab/Workshop

☐ Samples disposed/handed to supervisor
☐ Workplace clean
☐ Drinks bill paid
☐ Lab book handed over to supervisor
☐ Tools/materials handed over to supervisor

Signature/Date (Supervisor): _____

Data/Computer

☐ Measurement data in folder **element:/share/username**
☐ Thesis in folder: **element:/share/Abschlussarbeiten/surname_year** (as PDF)
☐ Thesis figures in folder: **element:/share/Abschlussarbeiten/surname_year**
   (as PDF and *.agr)
☐ Home folder cleaned up
☐ Data archived (for simulators)

Signature/Date (Supervisor): _____

Administrative issues

☐ Keys returned
☐ Transponder returned

Signature/Date (Kräckmann): _____