



HMRI BUILDING EXIT CHECKLIST

This checklist is designed to assist building occupants and Supervisors/Lab Managers with the exit process and should be completed on or prior to the employee's last day of occupancy in the HMRI Building.

Name:	
Exit Date:	
Supervisor's Name:	
Have you ceased employment or will you be relocating to another location? If relocating, where to: - UoN (indicate campus); - Calvary Mater; - Other	

ITEM	ACTION	YES	NO	N/A
ACCESS CARD	<ul style="list-style-type: none"> • ACCESS CARD RETURNED TO HMRI SECURITY 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYS	<ul style="list-style-type: none"> • STORAGE CABINET / PERSONAL STORAGE • CHANGE ROOM LOCKER • CHANGE ROOM DEPOSIT COLLECTED 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAR PARKING	<ul style="list-style-type: none"> • EMAIL SENT TO fm@hmri.com.au TO CANCEL CAR PARKING AND DIRECT DEBIT/PAYROLL DEDUCTION • CAR PARK STICKER RETURNED TO HMRI SECURITY 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please return completed checklist to HMRI Reception

ACTION: (HMRI Office to complete)	TICK AND INITIAL COMPLETED
• SECURITY ACCESS CARD RECEIVED AND DEACTIVATED	<input type="checkbox"/> _____
• CAR PARK DIRECT DEBIT CANCELLED/EMAIL SENT TO AFFILIATION TO STOP PAYROLL DEDUCTION	<input type="checkbox"/> _____
• CAR PARKING STICKER RECEIVED BY RECEPTION/SECURITY	<input type="checkbox"/> _____
• RESEARCHER DATABASE UPDATED	<input type="checkbox"/> _____
• FM NOTIFIED WORKSTATION VACATED	<input type="checkbox"/> _____