

Last Name _____ First Name _____

UIN _____ Net ID _____ Office # _____

Forwarding email _____

Forwarding Address _____

City, State, Zip _____

Country _____

SCHOOL OF LITERATURES, CULTURES, & LINGUISTICS

LITERATURES, CULTURES, & LINGUISTICS BUILDING

EXIT CHECKLIST

FACULTY/STAFF

DEADLINE FOR COMPLETING EXIT CHECKLIST:

FRIDAY, JUNE 14, 2024

All faculty and staff retiring or ceasing employment with SLCL must vacate their assigned office. All offices must be empty of all personal belonging: files, books, furniture, etc., so that they may be thoroughly cleaned, repaired, painted, etc. The only items that should be left in your office are department-owned furniture and desktop IT equipment.

Please follow instructions from your department's office manager, or other departmental designee, for scheduling an appointment to check out of your office space. To officially check out of your office, your department's office manager, or other department designee, will need to view your office space to make sure that you have thoroughly vacated your space and the area is free of damages.

My appointment for checking out of my office is scheduled for:_____.

- _____ 1.) All **personal items must be removed from your office**. You will be responsible for providing your own cardboard boxes and packing materials. SLCL Facilities cannot provide these items. You will also be responsible for packing and removing your belongings from the building as SLCL does not have a moving crew to help with this. You will need to make your own arrangements for any storage space that you may need as SLCL does not have storage space available.

If you are in need of help packing or moving your belongings, we can request assistance for you through Facilities & Services. Those services will be charged to departmental or research accounts.

Any personal items remaining in your office after the June 14 deadline will be donated or disposed of. SLCL will not be responsible for any missing items.

- _____ 2.) All **library books should be returned to the library**. Please do not leave your library books in your office or in the hallways. SLCL cannot be held responsible if they are lost. If you do not return library books checked out under your name, expect a bill from the library.

- _____ 3.) **Donate personal books**. If you have personal books that you no longer wish to keep, please do not leave them in the hallway or other common areas in LCLB. You may donate them by putting them on the bookcase in the north entryway of LCLB, as space allows. You may also recycle them by placing them in one of the recycling bins.

- _____ 4.) **Remove all food and personal appliances**. All items must be removed from individual refrigerators, cabinets, shelving, and any other refrigerator in LCLB such as the Graduate Student Lounge or one of the staff refrigerators. If you have a small refrigerator or microwave that you have been using in your office, please take them home with you or return to SLCL Facilities if it's university property.

- _____ 5.) **Return all keys, 2FA key fobs, and IT/AV equipment (such as laptops) to SLCL Facilities**. They can be returned to the Facilities Office Manager in 3080A. The Facilities Office Manager will be available by appointment to drop off keys and equipment. Please contact the Facilities Office Manager at slcl-facilities@illinois.edu to make an appointment.

PLEASE NOTE: Failure to return keys may result in financial consequences for your department.

- _____ 6.) **Forwarding Address** – Please go to <https://moversguide.usps.com/mgo/disclaimer> to fill out a “Change of Address” form so that mail that would normally come to you in your SLCL mailbox will be forwarded. SLCL will forward first-class mail to U.S. postal addresses, but we will not pay postage to forward journals, packages, etc. You will be responsible for coming back to LCLB to pick up any mail that is delivered after your departure. If we are not able to contact you, mail and deliveries will be returned to sender.