

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
TEACHING ASSISTANTS/GRADUATE STUDENTS**

DEADLINE FOR COMPLETING EXIT CHECKLIST:

MONDAY, MAY 20, 2024

Please follow instructions from your department's office manager, or other departmental designee, for scheduling an appointment to check out of your office space.

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

**STUDENTS AND GRADUATE ASSISTANTS WHO WILL RETURN NEXT
FALL**

Teaching assistants and graduate students who **will be returning** for Summer 2024 or AY 2024-2025 may be allowed to stay in their currently assigned office. Please await instructions from your department's office manager.

Remove all food currently in the office if you will not be here over the summer. All items must be removed from individual refrigerators, cabinets, shelving, and the refrigerator in the Graduate Student Lounge and properly disposed of in one of the landfill receptacles.

STUDENTS AND GRADUATE ASSISTANTS WHO WILL NOT BE RETURNING FOR SUMMER OF FALL SEMESTERS

All teaching assistants and graduate students that were issued office space for AY 2023-2024 and **will not be returning** for Summer 2024 or AY 2024-2025 must vacate their assigned office no later than **Monday, May 20, 2024**.

- _____ 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 removing your belongings from the building as SLCL does not have a moving crew to help with this. Any items remaining after the May 20 deadline will be donated or disposed of. SLCL will not be responsible for any missing items. To check out of your office, your department's office manager, or other departmental 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.
- _____ 2.) **All library books should be returned to the library.** Please do not leave your library books in an 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 or 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 the refrigerator in the Graduate Student Lounge and properly disposed of in one of the landfill receptacles. If you own a small refrigerator or microwave, please take it home with you.
- _____ 5.) **Return all keys and 2FA key fobs to SLCL Facilities.** Please return them to Facilities Office Manager in 3080A. The Office Manager will be available the following days and times for walk-in key returns:

Thursday & Friday, May 9-10

1:15 p.m. – 4:30 p.m.

Monday – Friday, May 13-17

9:00 – 11:30 and 1:15 – 4:30

Monday, May 20

9:00 – 11:30 and 1:15 – 4:30

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

- _____ 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.