

Faculty of Science, Medicine and Health (SMAH) Checklist for Vacating Office and General Areas



The purpose of this checklist is to ensure that when an office or general area is being vacated it is left in a safe, clean tidy manner, ready for the next occupant.
ALL items are to be actioned prior to leaving the office/general area.
The completed form shall be submitted to the SMAH Operations Manager.

Name: _____ School: _____

Building & Room No.: _____ Supervisor: _____

Date due to be vacated: _____

Reason for vacating: _____

Section 1 – Risk Management Select here if this section is not applicable

- If the vacating process may involve tasks where heavy lifting or manual handling is involved, please complete a risk assessment to ensure the appropriate controls are put in place first. SafetyNet Ref. No.:

Section 2 – Equipment and Furniture

- Remove any personal equipment or furniture that you have brought into the space yourself.
- Clean and return any equipment/items that were on loan from other areas.
- Report any equipment in need of repair to the Faculty Operations Manager.
- Return all UOW IT equipment including your laptop computer, desktop computer, docks, monitors and any other peripherals, to the **School Administration Office**.

Record any relevant details below for laptops and desktop computers:

Item Description:	UOW IMTS No.
_____	_____
_____	_____
_____	_____

- Leave any shared office furniture in the office space and provide brief details below:

Section 3 – Services and Utilities

- Switch off all electrical power points.
- Turn off all taps and water outlets, if applicable.
- Report any service or utility items in need of repair to the SMAH Operations Manager.

Section 4 – General Housekeeping

- Remove any personal stationery items. Leave any items in good condition for the next occupant.
- Clean and tidy all storage areas so they are free of dust and clutter, including desk drawers.
- Wipe down all desks and workspaces and remove any spillages.
- Clear walkways/isles of any obstructions.

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Section 5 – Security and Prior to Leaving

- Ensure all valuables and personal items are removed.
- Properly bolt and lock all windows, if applicable.
- Switch off lights, air conditioners and other electrical facilities before leaving the office
- Record the date and time that you leave the office for the final time.

Date: _____

Time: _____

- Return all keys and electronic access cards to the **School Administration Office**, including keys for lockers/filing cabinets.

Section 6 – Declaration – to be completed by the individual vacating the office/general space.

I confirm that the office/general space identified on this checklist has been cleaned, vacated and all items have been actioned as per the record above.

Name

Signature

Date

If you have any questions regarding this process, please contact the SMAH Operations Manager.

Submit your completed form to the SMAH Operations Manager;

Chris Brownlee – brownlee@uow.edu.au.

The SMAH Operations Manager will forward the completed form to the relevant School Manager.