Caltech Division of Chemistry & Chemical Engineering

Updated October 2026

Division Check-Out Sheet

Date: _____

Name: _____ UID: _____

Email Address: _____ Lab Group: _____

Spaces Occupied: _____

Research / Safety Sign Off

☐ All research samples labeled in group storage	OR	☐ not applicable
☐ All waste materials labeled and moved to waste collection center	OR	☐ not applicable
☐ Laboratory bench clean and all chemicals moved to storeroom	OR	☐ not applicable
☐ Laboratory notebook, computer items, spectra, and other data	OR	☐ not applicable
☐ All physical keys returned	OR	☐ not applicable

_____ _____

Sign off by Group Safety Coordinator or Research Advisor Date

Notes (optional):

Administrative Sign Off

Notes:

☐ Keys Returned to Division Office	(OR	☐ not applicable)
☐ UID card returned to Division Office	(OR	☐ lost)
☐ Purchasing Card (Pcard) returned	(OR	☐ not applicable)
☐ Forwarding Address of individual	(OR	☐ not applicable):

Address City/State/Zip Code and Country info (if applicable)

_____ _____

Return completed form to the CCE Division Office in Crellin Building, Room 168

☐ **CCE Division Office Sign Off of Check-Out completion**

_____ _____

CCE Division Office Date

For Administrative Use Only

☐ Keys returned to Lock Shop	☐ Remove from email distribution
☐ Removed record from DPM/Groups	☐ Remove mailbox
☐ Remove from Techmart	☐ Building access removal