

**Graduate Student
Laboratory Checkout Form**

Student Name:

Student ID:

Program:

Lab No:

Laboratory Specialist:

Faculty Member/ Supervisor:

Tasks	Date Completed	NA
Working area vacated and cleaned		
All samples (chemical/biological/electronic) disposed		
PPE handed over to Lab Specialist		
Lab keys handed over to Lab Specialist		
All tools and equipments handed over to Lab Specialist.		
Lab notebooks and research documentation transferred to responsible Faculty Member(s)		
Lab visit performed with Faculty Member		

Approved by			
	Initials	Signature	Date
Graduate Student			
Laboratory Specialist			
Faculty Member/ Supervisor			