

To be completed on leaving the lab

General:

Return all institute keys (lockers, offices, building, etc.) to lab management team (Priya Madhou p.madhou@ucl.ac.uk and Valentina Senatore v.senatore@uc.ac.uk)

Email Valentina Senatore v.senatore@uc.ac.uk to confirm office desk has been cleared

Return ID/Entry card to lab management team

Signature (Priya Madhou or Valentina Senatore)

Date

Lab:

Leave office area clean and tidy

Return all keys to the lab management team / P re

Leave all laboratory areas used clean, tidy and safe

All materials in cold storage (fridge, freezer, etc.) must be correctly disposed of or transferred to new ownership

All chemicals/reagents must be correctly disposed of or transferred to new ownership

Transfer lab notebooks and protocols to supervisor