



Employee Entrance/Exit Checklist (To Be Completed by Employee's Supervisor)

Work Location:

ENTRANCE Checklist and EXIT Checklist tables with various checkboxes for items like keys, badges, and technology.

Complete when items are distributed:

Complete when items are returned:

Signature and date lines for Employee and Supervisor when items are distributed.

Signature and date lines for Employee and Supervisor when items are returned.

If the supervisor is unable to obtain the above items upon employee's exit, the supervisor should immediately notify the Safety & Security Manager at x7693, so appropriate action can be taken to secure the District's property.

THE COMPLETED CHECKLIST IS TO BE MAINTAINED BY THE SUPERVISOR/ADMINISTRATOR OF THE TRANSFERRING/EXITING