



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](mailto:p.madhou@ucl.ac.uk) and Valentina Senatore [v.senatore@uc.ac.uk](mailto:v.senatore@uc.ac.uk) )

Email Valentina Senatore [v.senatore@uc.ac.uk](mailto: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