



Checklist for departing students and personnel

Discuss the completion of the document with a cleanroom staff as soon as your departure date is determined. You must return this form to the cleanroom with all the tasks successfully completed.

Name

Departure date

Permanent email

Done	N/A	Tasks	Comments
Storage space and working areas			
☐	☐	Empty your N2 cabinet space	
☐	☐	Empty your CR storage space	
☐	☐	Empty your desk space	
☐	☐	Be sure that none of your samples is lying in any office area	
☐	☐	Organise your samples that are nessecary to keep. Hand them over to your group memebbers/supervisor	
☐	☐	Dispose the samples that you don't need to keep as following: Si-based chips without resist: Broken glass waste Si-based chips with resist: Si contaminated waste III/V-based chips: III/V conaminated waste Glass: Broken glass waste	
Materials and tools			
☐	☐	Hand over purchased wafers ¹	
☐	☐	Hand over chemicals with your name on: This includes: resist bottles, purchased chemicals, own made solutions	
☐	☐	Hand over purchased electronics ¹	
☐	☐	Hand over home-built setups ¹	
Digital files			
☐	☐	Share your N-Drive files with your supervisor, providig sufficient documentation	
Cleanroom equipment			
☐	☐	Remove your shoe spot from the gowning area	
☐	☐	Return your hanger to the cleanroom staff	
☐	☐	Return your goggles to the cleanroom staff	
☐	☐	Hand over your tweezers	
☐	☐	Return your empty transparent boxes	
☐	☐	Return any empty sample boxes that could be cleaned and repurposed.	
☐	☐	Return or dispose your daughterboards	
☐	☐	Hand over your cleanroom notebooks ¹	
☐	☐	Share any SOPs and recipes that would be useful for next users	

¹ Either to your supervisor or to the cleanroom