Instructions to the student:
1. Fill in your name, supervisor(s) and ID number
2. Submit the form to the ECE Department Facilities Coordinator in EIT 3031 for space verification and signature.
3. Once the form is signed, bring it to your Graduate Program Coordinator.

Note: The ECE Graduate Office will not proceed with the degree completion process until the signed form is received.

Surname: ___________________________ Given name(s): ___________________________
Supervisor(s): ___________________________ ID #: ___________________________

Office of the Department Facilities Coordinator

☐ The space(s) assigned to the student by the department has been left cleaned
☐ All keys have been returned

Comments:

______________________________________________  ___________________________
ECE Department Facilities Coordinator                   Date