Oklahoma State University (OSU)

College of Engineering, Architecture, and Technology (CEAT)

CEAT Graduate Office/Desk Check-Out Inspection

Bldg/Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ All personal textbooks and binders have been removed.

\_\_\_ All bookshelves and hutches have been cleared and wiped down.

\_\_\_ All shelves, drawers and cabinets have been cleared and wiped down.

\_\_\_ All desk and counter surfaces have been cleared and wiped down.

\_\_\_ All personal appliances have been removed.

\_\_\_ All trash has been removed from office and building.

\_\_\_ All departmental items (computer, monitor, etc.) have been returned to the Department, unless the Department has contacted the CEAT Facilities Manager and has approval to place another Department student at the desk.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/ Professor/ Office # CEAT Facilities Support Member**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student present for inspection:**

**Graduate Student Name (Printed) \_\_\_\_\_ Yes \_\_\_\_\_ No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate Student Signature**

Schedule inspections with CEAT Facilities:

1. HRC Tulsa, Mark Owen, Research Technician. 918-594-8607
2. ATRC Stillwater, the CEAT Building Maintenance Technician, 123A ATRC, 405-744-0388
3. ATRC and other Stillwater locations: CEAT Facilities Support Services Manager, 201 ATRC, 405-744-3734

**Return signed form to** ceatkeyrequest@okstate.edu **and all office and desk keys to** the key drop box attached to the west wall at the ATRC Service Bay/Loading Dock. Please write your CWID and name on the provided envelope with keys inside. If you have any questions or trouble with the box, please contact Dan Webb at 405-744-3365.