

FINAL REPORT CHECKLIST

PROJECT
NUMBER _____

PROJECT TITLE _____

PROJECT SPONSOR _____

- 1) The final written report has been graded and **the required changes have been made.**

Chairman, Project Grading Committee

Date _____

- 2) The project notebooks and colleague evaluation forms have been turned in *(to your Advisor)*.

Project Advisor

Date _____

- 3) a) Two copies of all project files to CD-R media per Exit Procedure Item 4.
b) Inventoried equipment has been returned.
c) Exit questionnaires and all forms have been returned.
d) All equipment has been packaged and returned to sponsor *(or is ready for shipment)*.
e) All keys, tools and equipment checked out through 104 TB has been returned.
f) *Work areas in 307, 308, 306, and 305 have been cleaned and trash thrown away.*

Peggy Hills

Date _____

- 4) The person below is in charge of final submission of report and copies.
(This person might be required to remain on campus to complete the submission.)

Signature

Date _____

- 5) Eleven copies of final report received in 104 TB.

Peggy Hills

Date _____