

EMPLOYEE LEAVE CHECKLIST

Team Member Name: _____

- Office Key Returned
- Car park Swipe Card Returned
- Toilet Key Returned (if applicable)
- Corridor & Lift Tag Returned
- Signed photocopy of keys etc from employment file checked
- Digital camera returned + any other equipment eg bags etc
- QPIR paid
- Car parking charged and paid up to date
- Saturday Extra/Swaps - recorded and paid accordingly
- Holiday - done up, checked by employee and management, paid out
- Mobile Phones Reimbursed
- All Invoices Owed by Team Member Paid
- No Outstanding Tradesmen Accounts with this confirmed by Administration
- No Uncleared Deposits in Trust Account & confirmed by Administration
- Vehicle Checked & ensure all Equipment in Order (include Fuel Card, Keys)
- Return all unused business cards
- Return hard copy diary
- Return New Business Listing Kit
- Car Kit returned eg Drill & container & cleaning items & hammer & tools etc
- Mgt key audit completed & signed by departing team member & signed by the GPM/s taking over the managements
- Internal File Transfer Checklists completed for all managed properties
- All work related computer files saved in appropriate folder with all personal computer files removed.
- Desk / cube clear of all property related material & cleaned & checked by Director
- Email address for questions that may arise _____
- Signed By Team Member Signed By Director

Date:

OFFICE USE -

- Email has been diverted to appropriate team member
- Direct phone & direct fax has been diverted to appropriate team member
- Private folder on S drive has been viewed & deleted when appropriate
- Computer & other hardware has been re-allocated