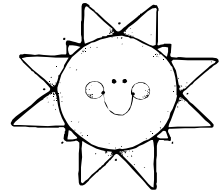


# Washington Classified - Year End Checkout 2022



Name \_\_\_\_\_

**Please complete each item below, return to Office Manager by June 10th**

**Staff Initials**

	<b>Staff Initials</b>
Keys - for departing staff, building keys returned & staff key check out form complete	
Locker - cleared and combination locks returned to office	
Personal Items I - remove items from staff refrigerator and staff lounge	
Personal Items II - remove personal items in classroom or work space, especially items of value	
Safety Vest - returned to Para Office	
Staff Mailbox - emptied	

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_