



SEPARATION CHECKLIST

Date: _____

The employee whose name appears below was resigned/retired from the position of _____ with the Department of Aviation, effective _____.

The following City issued equipment was returned:

1. Cellular Phone	_____	Yes	No
2. City ID Badge	_____	Yes	No
3. SIDA Badge	_____	Yes	No
4. Laptop	_____	Yes	No
5. Office Keys	_____	Yes	No
6. iPad	_____	Yes	No
7. Pager	_____	Yes	No
8. Parking Placard	_____	Yes	No
9. Radio	_____	Yes	No
10. Vehicle Keys	_____	Yes	No
11. Other/Misc.	_____	Yes	No

Employee Name: _____

Division/Section: _____

Position Title: _____

Airport Location: _____

Upon termination of employment, or separation of service with the City of Chicago Department of Aviation, you are obligated to return the items mentioned above to the Department and your records will be noted accordingly. Failure to return all property belonging to the City of Chicago may delay the release of your Vacation Paycheck.

Employee Signature:
