



# CITY OF PITTSBURGH

*Department of Personnel & Civil Service Commission*

## OFF-BOARDING ASSET CHECKLIST

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Rec'd	N/A	Item Description/ Item to be Returned	Rec'd Initials	Date	Verified Initials (P&CSC staff)	Date
<b>KEYS</b>						
<input type="checkbox"/>	<input type="checkbox"/>	• Department Doors/ Office / Entrance Fobs and Key Cards				
<input type="checkbox"/>	<input type="checkbox"/>	• Building and Facilities Master				
<input type="checkbox"/>	<input type="checkbox"/>	• Vehicle				
<input type="checkbox"/>	<input type="checkbox"/>	• Other Facility Electronic Key Cards and Fobs				
<b>CITY OFFICIAL IDENTIFICATION</b>						
<input type="checkbox"/>	<input type="checkbox"/>	• City Identification Card				
<input type="checkbox"/>	<input type="checkbox"/>	• City Badges or Official Shields				
<b>CITY MARKED OFFICIAL CLOTHING #</b>						
<input type="checkbox"/>	<input type="checkbox"/>	• Hard hats/ Caps				
<input type="checkbox"/>	<input type="checkbox"/>	• Jackets/ Coats				
<input type="checkbox"/>	<input type="checkbox"/>	• Shirts				
<input type="checkbox"/>	<input type="checkbox"/>	• Pants				
<b>ELECTRONICS/ DEVICES</b>						
<input type="checkbox"/>	<input type="checkbox"/>	• Cellphones/Pagers & Chargers				
<input type="checkbox"/>	<input type="checkbox"/>	• Handheld Radios & Chargers				
<input type="checkbox"/>	<input type="checkbox"/>	• Laptops & Tablets				
<input type="checkbox"/>	<input type="checkbox"/>	• GPS Units/ Garmin's etc.				
<input type="checkbox"/>	<input type="checkbox"/>	• Cameras/ Digital Media Devices				
<input type="checkbox"/>	<input type="checkbox"/>	• Flash Drives				
<b>ADDITIONAL ITEMS</b>						
<input type="checkbox"/>	<input type="checkbox"/>	Credit Cards				
<input type="checkbox"/>	<input type="checkbox"/>	Gas Fobs				
<input type="checkbox"/>	<input type="checkbox"/>	Parking Placards and Permits				
<input type="checkbox"/>	<input type="checkbox"/>	Asked Employee to change the pass code to their voice mailbox and they have changed greeting to instruct callers to press "zero" for an operator				
<input type="checkbox"/>	<input type="checkbox"/>	Innovation and Performance Department has been notified of the departure and a request for profile login and email shutdown has been submitted.				
<input type="checkbox"/>	<input type="checkbox"/>	Notified employee that final checks are Not electronically deposited. They have selected a delivery method: <input type="checkbox"/> Will Pick Up				

Separating Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P&CSC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

		<input type="checkbox"/> Please Mail					
		<b>Mailing Address:</b>					
		_____					
		_____					
		_____					
		_____					

Notes Regarding Items Outstanding, Missing, and/or Damaged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

