FORM FRC
FINAL REPORT CHECKLIST

PROJECT NUMBER _________

PROJECT TITLE ____________________________________________________________

PROJECT SPONSOR _________________________________________________________

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

   ___________________________________________       Date ________________
   Chairman, Project Grading Committee

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

   ___________________________________________       Date ________________
   Project Advisor

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.

   ___________________________________________       Date ________________
   Peggy Hills

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.)*

   ___________________________________________       Date ________________
   Signature

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

   ___________________________________________       Date ________________
   Peggy Hills