**PROPERTY RETURN CHECKLIST**

This template checklist is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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# PROPERTY RETURN CHECKLIST

## Name: **[ADD COMPANY NAME]**

## Position:**[ADD EMPLOYEE POSITION]**

## Termination date: **[ADD TERMINATION DATE]**

The following property of **[ADD COMPANY NAME]** (‘**[ADD COMPANY NAME]**’) must be recovered or actioned prior to **[ADD COMPANY NAME]** leaving the employment of **[ADD COMPANY NAME]**. The **[ADD HR MANAGER/GENERAL MANAGER]** must initial and tick the appropriate columns.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Returned | Not applicable | Initial |
| 1. Uniforms and Personal Protective Equipment
 | ❒  |  ❒ |   |
| 1. Security/access cards (to be checked against issue record)
 | ❒ | ❒ |   |
| 1. Office entry keys/passes
 | ❒  | ❒  |   |
| 1. Office internal keys/passes
 | ❒  | ❒  |   |
| 1. Locker key/pass
 | ❒  | ❒  |   |
| 1. Filing cabinet keys/pass
 | ❒  | ❒  |   |
| 1. Building entry keys/passes
 | ❒  | ❒  |   |
| 1. Parking permit/pass
 | ❒  | ❒  |   |
| 1. Staff ID card/name badge
 | ❒  | ❒  |   |
| Vehicles, tools of trade, equipment |   |   |   |
| 1. Company vehicle and keys
 | ❒  | ❒  |   |
| 1. Company vehicle inspection
 | ❒  | ❒  |   |
| 1. Tools of trade supplied by the business
 | ❒  | ❒  |   |
| 1. Equipment supplied by the business including ETAG
 | ❒  | ❒  |   |
| IT |   |   |   |
| 1. Mobile phone
 | ❒  | ❒  |   |
| 1. Mobile phone charger
 | ❒  | ❒  |   |
| 1. Pager
 | ❒  | ❒  |   |
| 1. Information storage devices
 | ❒  | ❒  |   |
| 1. Laptop
 | ❒  | ❒  |   |
| 1. Other computer equipment
 | ❒  | ❒  |   |
| Business cards |   |   |   |
| 1. Business credit cards
 |  ❒ |  ❒  |   |
| 1. CabCharge cards
 |  ❒  |  ❒  |   |
| 1. Petrol card
 |  ❒ |  ❒  |   |
| Printed material |   |   |   |
| 1. Office stationary (eg letterheads)
 |  ❒  |  ❒ |   |
| 1. Name badges
 |  ❒ |  ❒  |   |
| 1. Business cards
 |  ❒  |  ❒  |   |
| 1. Price lists
 |  ❒ |  ❒  |   |
| 1. Policy and procedure manual
 |  ❒ |  ❒ |   |
| 1. Product catalogues, samples, etc.
 |  ❒ |  ❒ |   |
| 1. Precedents
 |  ❒ |  ❒ |   |
| Confidential information and intellectual property |   |   |   |
| 1. All confidential information of the business
 |  ❒ |  ❒ |   |
| 1. All Intellectual property of the business
 |  ❒  |  ❒ |   |
| Other items (please specify)  |   |   |   |
| Action to be taken in relation to items not returned:  |
| Comments   |   |

**[ADD HR MANAGER/GENERAL MANAGER]**

Signature: ..........................................................................

Date: ..........................................................................

Print Name: ..........................................................................