Guide for returning IT equipment, access cards,

photo ID and keys

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| **Item** | **If you work in the NCR** *(telework/onsite/hybrid)* | **If you work outside** **the NCR** |
| **IT equipment** *(including laptop, cellphone, monitor, keyboard, etc.)* | Drop off at 240 Sparks Street, 4th floor, West Tower, office # 419C. Call the Service desk when you arrive downstairs if you do not have an access card: 613-947-5444.For questions: Send an email to IT-TI@tribunal.gc.ca. | Send an email to IT-TI@tribunal.gc.ca for instructions to ship the equipment. |
| **Building access cards and photo ID** | Drop off at Security: 240 Sparks Street, 4th floor, West Tower, office # 401.For questions: Send an email to AccessCard-Cartedacces@tribunal.gc.ca. | Include in the same shipping package as your IT equipment.For questions: Send an email to AccessCard-Cartedacces@tribunal.gc.ca. |
| **Office door keys** | Leave with your manager, otherwise drop off at Security: 240 Sparks Street, 4th floor, West Tower, office # 401.For questions: Send an email to AccessCard-Cartedacces@tribunal.gc.ca. | Leave with your manager, otherwise include in the same shipping package as your IT equipment.For questions: Send an email to AccessCard-Cartedacces@tribunal.gc.ca. |
| **Filing cabinet keys** | Only if the filing cabinet is empty, leave the keys in its lock, otherwise leave with a manager or colleague.For questions: Send an email to Facilities-Installation@tribunal.gc.ca. | Only if the filing cabinet is empty, leave the keys in its lock, otherwise leave with a manager or colleague.For questions: Send an email to Facilities-Installation@tribunal.gc.ca. |
| **Desk and locker keys** | After emptying your desk and locker, leave the keys in their respective locks. | After emptying your desk and locker, leave the keys in their respective locks. |