

**AN OFFICE SET-UP CHECKLIST
FOR YOUR REMOTE WORK SPACE**

This form lists areas and items that you as an employee of the University should consider and inspect before remote working begins to ensure the designated off-site workspace(s) is safe, ergonomically suitable and free from hazards. Your supervisor may add to this list as needed.

The University will expect that the designated workspace(s) that serve as your home office will be maintained in a safe and professionally appropriate manner, free from hazards and other dangers to people and equipment and providing a proper presentation for on-line meetings. The University may be liable for job-related injuries that occur during your established work hours and while conducting University business; however, the "home office" shall not be considered an extension of the University for purposes of liability or property insurance coverage. The employee will remain liable for injuries to third parties and/or members of the employee's family on the employee's premises. Issues related to individual business tax deductions for the designated workspace in the employee's home shall also remain the responsibility of the employee.

Name of the Employee: _____

Department: _____

Address of the Designated Home Office: _____

The following checklist is designed to assess the overall safety and professionalism of the alternative work location. Employees are encouraged to read and complete the self-certification and return to their supervisor.

Briefly describe the designated work area(s):

Ergonomic Considerations:

Although you are working in your home, the workstation used should reflect proper ergonomic considerations. You should use a secure and sturdy chair which provides adequate back support, allows your feet to reach the ground and/or a footrest, and provides adequate leg room. The desk unit should place the computer screen at eye level, have lighting which is sufficient for reading and avoids noticeable glare on the computer screen and provides space to rest your arms when not keying.

General Considerations:
YES NO

1. Is the workspace away from noise, distractions, and devoted to your work needs? ____
2. Does the workspace accommodate the necessary workstation, equipment and related materials?

3. Will the background provided by the workspace provide a professional appearance for on-line meetings? ____
4. Are floors clear and free of tripping hazards? ____
5. Are telephone and electrical cords secured under a desk or along a wall and away from heat sources? ____
6. Is overhead and workstation lighting adequate to prevent eye strain? ____
7. Is adequate locked storage available for confidential materials available? ____

Fire Safety:

1. Is there a working smoke detector covering the designated work space? ____
2. Is there a charged and accessible fire extinguisher? ____
3. Is the workspace kept clear of trash, clutter and flammable liquids? ____
4. Have you worked out an evacuation plan in case of a fire? ____

Electrical Safety:

1. Are all electrical plugs, cords, panels and receptacles in good condition and free of exposed conductors or broken insulation? ____
2. Is all University owned computer and electrical equipment connected to a surge protector? ____
3. University equipment will be turned off when not in use. ____