

## CHECKLIST FOR THE HOME OFFICE

This checklist is for use in assessing the adequacy of the home office environment. The success of the telework arrangement depends on a realistic assessment of the work space, and the ability of the associate to successfully complete their work in this environment. If the work space is not adequate, the telework agreement will not work. The teleworker will need to assess the home office space to ensure that the space is adequate, safe and hazard free. For example:

- Does the space seem adequately ventilated?
- Is the space reasonably quiet and free of distractions?
- Are all the stairs with 4 or more steps equipped with handrails?
- Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?
- Do circuit breakers clearly indicate if they are in open or closed position.
- Is all electrical equipment free of recognized hazards that would cause physical harm (e.g. frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?
- Are electrical outlets 3 pronged (grounded)?
- Is the computer equipment connected to a surge protector?
- Are aisles, doorways, and corners free of obstructions to permit movement?
- Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
- Is the space crowded with furniture?
- Are the phone lines, electrical cords, and extension wires secured under a desk or alongside baseboard?
- Are floor surfaces clean, dry, level, and free of worn or frayed seams?
- Are carpets well secured to the floor, and free of worn or frayed seams?
- Is there a working smoke detector in or near the work space?
- Is there a fire extinguisher in the home, easily accessible from the office space?

<b>Director</b>	<b>Effective Date</b>
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