

Remote Office Checklist

The following checklist is designed to assess the overall safety of the alternate work location. Each remote employee should read and complete the checklist. Upon completion, the worksheet should be signed and dated by the employee and his or her immediate supervisor.

| General | YES | NO |
|--|-----|----|
| Floors are clear and free of hazards? | | |
| Files drawers are not top-heavy? | | |
| Phone lines and electrical cords are secured under a desk or along the wall, and away from heat sources? | | |
| Temperature, ventilation, and lighting are adequate? | | |
| First aid supplies are readily available? | | |
| Fire Safety | | |
| Walkways, aisles, and doorways are unobstructed? | | |
| Working smoke detector covering the designated work space? | | |
| Charged, accessible fire extinguisher in area? | | |
| Work space is kept free of trash, clutter, and flammable liquids? | | |
| Are all radiators and portable heaters located away from flammable items? | | |
| Electrical Safety | | |
| Computer equipment is connected to a surge protector? | | |
| Electrical system is adequate for office equipment? | | |
| All electrical plugs, cords, outlets, and panels in good condition? No exposed/damaged wiring? | | |
| Extension cords and power strips not daisy chained and no permanent extension cord in use? | | |
| Electrical cords run in non-traffic areas, do not run under rugs and are not nailed or stapled in place? | | |
| Electrical outlets are grounded with 3-pronged plugs? | | |
| Other Safety/Security Measures | | |
| Files and data are secure? | | |
| Materials and equipment are in a secure place that can be protected from damage or misuse? | | |
| Is there an exit that allows prompt exiting? | | |
| Do you have an inventory of all equipment in the office including serial numbers when possible? | | |

I, _____, understand that it is my responsibility to maintain the safety and appropriate arrangement of my alternate work space.

Employee Signature

Date

Manager Signature

Date