



REMOTE OFFICE CHECKLIST

Use this form to plan for and document remote-office setup

Employee Name: _____	ULID: _____
Employee Teleworks: _____	Number of Days Per Week Regularly Telework
_____ Occasionally	__1 __2 __3 __4 __5+ __In field / travels
Security/Sensitivity of Information Employee Handles: _____	__Low __Moderate __High

Office Set-up	Yes	No	Not Required	Notes / Explanation
Adequate desk or workstation	—	—	—	
Comfortable & supportive office chair	—	—	—	
Good lighting	—	—	—	
Adequate storage	—	—	—	
Sufficient electrical outlets	—	—	—	
Have you performed an office safety check?	—	—	—	
If small children are around, have you child-proofed your office?	—	—	—	

Computer Equipment	Notes / Explanation
Type of unit: __No computer required __ Desktop __Laptop	
Provided by: __Employer __Employee	
Approved by supervisor: __Yes __No	

Internet Connection	Notes / Explanation
Type of Connection: __ Dial up __ DSL/Cable __Other __ No connection required	
Installation paid by: __Employer __Employee __Other	
Monthly service paid by: __Employer __Employee __Other	
Approved by supervisor: __Yes __No	

Telephone	Employee provided	Employer provided	Not Required	Notes / Explanation
Home phone (land line)	—	—	—	
Second line	—	—	—	
Cellphone	—	—	—	
VOIP	—	—	—	
Call forwarding from office	—	—	—	
Voice mail / Answering service	—	—	—	
Telephone conferencing	—	—	—	
Other:	—	—	—	
Approved by supervisor: __ Yes __ No				

Office Equipment	Employee provided	Employer provided	Not Required	Notes / Explanation
Printer	—	—	—	
Fax	—	—	—	
Scanner	—	—	—	
Answering machine	—	—	—	
Webcam	—	—	—	
Other:	—	—	—	
Approved by supervisor: __Yes __No				

Security	Employee provided	Employer provided	Not Required	Notes / Explanation
Firewall	—	—	—	
Anti-Virus	—	—	—	
VPN	—	—	—	
Encryption	—	—	—	
Other:	—	—	—	
Approved by supervisor: __Yes __No				

Storage	Employee provided	Employer provided	Not Required	Notes / Explanation
Flash Drive / Disks	—	—	—	
Other:	—	—	—	
Approved by supervisor: __Yes __No				

Collaboration Tools	Employee provided	Employer provided	Not Required	Notes / Explanation
Email (compatible with office)	—	—	—	
Instant Messenger	—	—	—	
Desktop application sharing	—	—	—	
Wiki / Social networking app.	—	—	—	
Web Conferencing	—	—	—	
Video Conferencing	—	—	—	
Other:	—	—	—	
Approved by supervisor: __Yes __No				

Software <i>(write in)</i>	Employee provided	Employer provided	Not Required	Notes / Explanation
	—	—	—	
	—	—	—	
	—	—	—	
	—	—	—	
Approved by supervisor: __Yes __No				

Employee Signature

Date

Supervisor Signature

Date