



UNIVERSITY of
LOUISIANA
L A F A Y E T T E *

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 <input type="checkbox"/> Occasionally <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ <input type="checkbox"/> In field / travels
Security/Sensitivity of Information Employee Handles: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	

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

Computer Equipment	Notes / Explanation
Type of unit: <input type="checkbox"/> No computer required <input type="checkbox"/> Desktop <input type="checkbox"/> Laptop	
Provided by: <input type="checkbox"/> Employer <input type="checkbox"/> Employee	
Approved by supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Internet Connection	Notes / Explanation
Type of Connection: <input type="checkbox"/> Dial up <input type="checkbox"/> DSL/Cable <input type="checkbox"/> Other <input type="checkbox"/> No connection required	
Installation paid by: <input type="checkbox"/> Employer <input type="checkbox"/> Employee <input type="checkbox"/> Other	
Monthly service paid by: <input type="checkbox"/> Employer <input type="checkbox"/> Employee <input type="checkbox"/> Other	
Approved by supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Telephone	Employee provided	Employer provided	Not Required	Notes / Explanation
Home phone (land line)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cellphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VOIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call forwarding from office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voice mail / Answering service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone conferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved by supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> 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