

# The Telecommuter Checklist

The success of the telecommuting arrangement depends on a realistic assessment of the work space, and the ability of the employee to successfully complete their work in this environment.

## HOME CHARACTERISTICS

- A clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
- Desk recommended height for conventional desk surface is 29" high. Sturdy enough to handle the weight of peripheral equipment (e.g. computers, printers, fax machines, etc.).
- Chair recommended height of the top surface of the seat to floor should be 15–21". Chair provides support to the back and waist; and adjustable for height and angle of the backrest.
- The work area is adequately illuminated
- The area is well ventilated and heated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines, and printers.
- Computer components are kept out of direct sunlight and away from heaters.
- 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?
- Does the family understand, support, and allow your work environment to be free from distraction?

## EMERGENCY PREPAREDNESS

- Emergency phone numbers (hospital, fire department and police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.
- A smoke detector detectable from the work space.

## TECHNOLOGY REQUIREMENTS

- Personal computer
- High Speed Internet Access
- Printer/Fax/Scanner
- Productivity Software
- Access to central facilities (mainframe, LAN, etc.)
- Dedicated Telephone line and Telephone set
- Web Camera
- Mailing / Shipping Supplies