



ALTERNATIVE WORKSITE CHECKLIST

Use this form to plan for and document alternative worksite 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: Yes 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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fax		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scanner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Answering machine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webcam		<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		

Security		Employee provided	Employer provided	Not Required	Notes / Explanation
Firewall		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-Virus		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VPN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encryption		<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		

Storage		Employee provided	Employer provided	Not Required	Notes / Explanation
Flash Drive / Disks		<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		

Collaboration Tools		Employee provided	Employer provided	Not Required	Notes / Explanation
Email (compatible with office)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instant Messenger		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desktop application sharing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wiki / Social networking app.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Web Conferencing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video 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		

Software (write in)		Employee provided	Employer provided	Not Required	Notes / Explanation
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved by supervisor:		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Employee Signature

Date

Supervisor Signature

Date