

**HOME office self-assessment form**

This checklist outlines areas and items that district employees working from home should evaluate prior to telecommuting beginning to assist in recognizing hazards and in evaluating the home-based workspace for safety. The employee is encouraged to evaluate each item on the list, then read and sign/date the checklist confirming completion of the checklist and understanding of the teleworking agreement as outlined on this form.

* Floors are clear and free of hazards.
* Carpets are well-secured.
* Office space is neat, clean, and free of combustibles.
* Work area is quiet and free of distractions.
* File drawers are not top heavy.
* Cabinets that are 5 feet high are secured to prevent falling over during an earthquake.
* Cords, cables and other items are arranged to prevent a tripping hazard.
* Phone lines and electrical cords are secured under a desk or along the wall and away from heat sources.
* The work area is well ventilated.
* Computer equipment is connected to a surge protector.
* All electrical plugs, cords, and outlets are in good condition.
* Equipment is turned off when not in use.
* Files and data are secure.
* Access to district computer network is via secured pathway (VPN or secured log in).

The employee will designate a workspace as a “home office” and maintain the space in safe condition.

I have reviewed and understand the items outlined in this checklist:

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Signature Date