

EMPLOYEE NAME

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

Employee Teleworks:	<input type="checkbox"/> Occasionally	Number of Days Per Week Regularly Telework					<input type="checkbox"/> In field / travels
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5+		
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 work station	<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 management: <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 management: <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"/>	
PDA	<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 management: <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 management: <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 management: <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 management: <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 management: <input type="checkbox"/> Yes <input type="checkbox"/> No				

Software <i>(write in)</i>	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 management: <input type="checkbox"/> Yes <input type="checkbox"/> No				

Employee Signature

Date

Manager Signature

Date