

Attachment 2: Remote Workplace Checklist

The Employee's remote workplace is designated below. The workspace must be adequate for performance of the Employee's official duties. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. USG must approve the site chosen as Employee's remote workplace.

Employee Name: _____

Remote Work Address: _____

Remote Work Phone: _____

Description of workspace in the remote workplace:

Remote Workplace Self-Certification Checklist

	YES	NO
1. Is the work space free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpet seams, uneven floor surfaces)?		
2. Are electrical outlets grounded (3 pronged) and are surge protectors in place?		
3. Are the phone lines, electrical cords, and extension wires secured?		
4. Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?		
5. Is there enough light for reading?		
6. Are working smoke detectors installed at the worksite?		
7. Is there a working smoke detector within hearing distance of the workspace? (Please test it.)		
8. Is the area free from distractions (children, pets, etc.)?		
9. If you have been issued university equipment, have you been briefed on the care of the equipment?		
10. Are there security requirements in place to protect confidentiality and security of company information and computer systems?		

Employee Signature _____ Date _____

Supervisor _____ Date _____

PLEASE RETURN A COPY OF THIS SIGNED FORM TO USG-HR ALONG WITH ATTACHMENT 1: TELEWORK AGREEMENT AND PLAN