

SAMPLE: Teleworker Checklist



Connecting Disconnected Data™

Use this checklist as a guide for setting up your telework office. Ideally, you should be able to answer “yes” to all question.

1. Is the workstation deep enough to accommodate the monitor and keyboard directly in front of the user?

Yes No

2. Does the workstation provide sufficient leg room (depth and width), so there are no obstructions for knees, legs, shins or thighs?

Yes No

3. Are the mouse (or other pointing devices) and keyboard able to be positioned on the same level?

Yes No

4. Is there adequate room for the monitor to be positioned 16 to 29 inches from the user’s eyes?

Yes No

5. Can the monitor be raised or lowered to accommodate the correct viewing height (uppermost line of the document at or slightly below the user’s eyes)?

Yes No

6. Is the chair stable (with five-point base)?

Yes No

7. Does the chair adjust in height?

Yes No

8. Is there at least 3 inches between the front edge of the chair and the back of your knees when sitting back in the chair?

Yes No

9. Does the chair provide lower-back support?

Yes No

10. Are your feet flat on the floor or on a footrest when sitting back in the chair?

Yes No

11. Are your forearms, wrists, etc. free from contact with hard, sharp edges?

Yes No

12. Do you use a document holder when you key from documents?

Yes No

13. Is there adequate light for viewing the monitor and reading printed materials?

Yes No

14. Is the monitor screen positioned so there’s no glare?

Yes No

15. Do you avoid clutching the phone receiver between your ear and shoulder?

Yes No

16. Are aisles and doorways free of obstructions?

Yes No

17. Are all phone lines, electrical, and other cords tied up and kept out of the way?

Yes No

18. Is the electrical equipment in good working condition?

Yes No

19. Are electrical cords in good condition?

Yes No