**Telecommuting Site Checklist**

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| **Questions** | **Yes / No** |
| Is the space relatively quiet? |  |
| Are aisles, doorways, and corners free of obstructions and permitting visibility and movement? |  |
| Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? |  |
| Do chairs appear sturdy? |  |
| Is the space overcrowded with furniture? |  |
| Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? |  |
| Is the office space neat and clean? |  |
| Are floor surfaces clean, dry, level, and free of worn or frayed seams? |  |
| Are carpets well secured to the floor and free of frayed or worn seams? |  |
| Is there a functioning smoke detector within audible range of the workspace? |  |
| Does the home have a fire extinguisher? Is it within a readily accessible location in relation to the workspace? |  |
| Does the space seem sufficiently ventilated? |  |
| Do all stairways with 4 or more steps have handrails? |  |
| Are electrical outlets 3 pronged? |  |
| Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)? |  |
| Are all circuit breakers and/or fuses in the electrical panel labeled and functioning to their specific service? |  |
| Are the circuit breakers clearly indicative regarding their status, e.g. open vs closed. |  |
| The employee agrees to arrange for an energy audit of the home by the local utility company and fire safety inspection by the local fire department within 30 days of the signing of this agreement, provided they can be accomplished free of charge. |  |
| We agree that in our opinion this is an acceptable  home office space that allows the employee a reasonable opportunity to meet the job requirements as a telecommuter. |  |

**Comments *(optional*):**

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**Site Inspected by:**

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

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Date