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REMOTE WORK CHECKLIST

EMPLOYEE	MANAGER	WORK LOCATION	CHECKED ON

WORKSPACE AND ERGONOMICS

- ❑ Dedicated, quiet place to work
- ❑ Desk and adjustable chair
- ❑ Screen at eye level, arm's length away
- ❑ Separate keyboard and mouse
- ❑ Good light, no glare on screen
- ❑ Cables tidy, no trip hazards
- ❑ Smoke alarm in the room / home

EQUIPMENT

- ❑ Company laptop received and logged
- ❑ Monitor, headset, webcam
- ❑ Printer / scanner if needed
- ❑ Equipment assignment form signed

INTERNET AND POWER

- ❑ Internet fast enough for video calls
- ❑ Backup plan: phone hotspot
- ❑ Surge protector

SECURITY

- ❑ Home Wi-Fi password changed from default
- ❑ Router updated
- ❑ Laptop encrypted, screen lock on
- ❑ VPN / secure access set up
- ❑ MFA on all work accounts
- ❑ No work files on personal devices
- ❑ Paper documents locked away or shredded
- ❑ Screen not visible to others / on calls

COMMUNICATION

- ❑ Core hours agreed
- ❑ Chat and video tools installed
- ❑ Calendar shared, status kept current
- ❑ Weekly check-in scheduled

WELLBEING

- ❑ Start and end times set
- ❑ Breaks and lunch away from desk
- ❑ Know who to call for help