

SETTING UP A WORKSPACE

Each teleworker should complete this worksheet with his or her manager BEFORE setting up a telework office space.

Telecommuting Office

Telecommuting Location:

_____ Home _____ Telework Center _____ Other (Specify _____)

If working at home, specify what type of home office will be created? Will it be a separate room or part of a room?

Where will files and equipment be stored?

Will there be an inspection of the teleworking office?

If so, who will inspect it?

Central Office

Will there be any desk sharing or space changes in the central office when teleworking begins? If so, what will be done to smooth this transition?