

# Employee Home Office Setup Checklist

## Workspace

- ☐ Desk
- ☐ Chair
- ☐ Adequate Lighting
- ☐

## Technology

- ☐ Computer/Laptop
- ☐ Monitor(s)
- ☐ Keyboard & Mouse
- ☐ Headset/Speakers
- ☐ Webcam
- ☐

## Connectivity

- ☐ Reliable Internet Connection
- ☐ VPN Setup
- ☐

## Supplies

- ☐ Notepad & Stationery
- ☐ Printer/Scanner
- ☐

## Ergonomics & Comfort

- ☐ Adjustable Chair
- ☐ Monitor at Eye Level
- ☐ Footrest
- ☐

## Other Notes

- ☐
- ☐

