

Home Office Setup Checklist

Desk & Furniture

- ☐ Desk
- ☐ Ergonomic Chair
- ☐ Desk Lamp
- ☐ Monitor Stand
- ☐ Cable Management

Technology

- ☐ Computer / Laptop
- ☐ Monitor
- ☐ Keyboard
- ☐ Mouse
- ☐ Headset / Headphones
- ☐ Webcam

Connectivity

- ☐ Reliable Internet Connection
- ☐ Router / Modem
- ☐ UPS / Surge Protector

Stationery

- ☐ Notepad
- ☐ Pens & Stationery
- ☐ Desk Organizer

Environment

- ☐ Good Lighting
- ☐ Adequate Ventilation
- ☐ Minimal Distractions / Decor

Other

- ☐
- ☐

