



{EMPLOYER NAME}

Teleworker Home Office Materials & Equipment Checklist

To be completed by teleworkers

Please check as appropriate

The Home Office	Work Items	Technology
<input type="checkbox"/> Desk	<input type="checkbox"/> Reference Materials	<input type="checkbox"/> Business Telephone
<input type="checkbox"/> Chair	<input type="checkbox"/> Working Files (paper)	<input type="checkbox"/> Desktop Computer
<input type="checkbox"/> File Cabinet	<input type="checkbox"/> Working Files (disk)	<input type="checkbox"/> Portable Computer
<input type="checkbox"/> Book Case	<input type="checkbox"/> Calculator	<input type="checkbox"/> Modem
<input type="checkbox"/> File Storage	<input type="checkbox"/> Telephone Directory	<input type="checkbox"/> Phone/Fax/Modem Switch
<input type="checkbox"/> Tabletop Space	<input type="checkbox"/> Calendar	<input type="checkbox"/> Surge Protector/Battery
<input type="checkbox"/> In-box	<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Laser Printer
<input type="checkbox"/> Lighting	<input type="checkbox"/> To-Do List	<input type="checkbox"/> Business Telephone Line
<input type="checkbox"/> Fresh Air	<input type="checkbox"/> Business Cards	<input type="checkbox"/> Modem Telephone Line
<input type="checkbox"/> Heat/Cooling	<input type="checkbox"/> Carrying Case	<input type="checkbox"/> Fax Telephone Line
<input type="checkbox"/> Writing Utensils	<input type="checkbox"/> Thesaurus	<input type="checkbox"/> Operating System
<input type="checkbox"/> Writing Paper	<input type="checkbox"/> Presentation Slides	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Printer Paper	<input type="checkbox"/> Tape Recorder	<input type="checkbox"/> Spreadsheet
<input type="checkbox"/> Envelopes	<input type="checkbox"/> Copy Machine	<input type="checkbox"/> Communications
<input type="checkbox"/> Fax Paper	<input type="checkbox"/> Portable Fan	<input type="checkbox"/> Database
<input type="checkbox"/> Paper Clips	<input type="checkbox"/> Safety Checklist	<input type="checkbox"/> Radio/Batteries
<input type="checkbox"/> Scissors	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Evacuation Plan
<input type="checkbox"/> Stapler/Staples	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Office Mail Plan
<input type="checkbox"/> Note Pad	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Other

Source: Williamson County and State of Tennessee: "Guide to Effective Teleworking", September 1997.