

# Oregon Dep't of Energy Sample Telework Office Checklist

*Use this checklist as a guide for setting up your telework office. Ideally, you should be able to answer "yes" to all questions.*

1. Is the workstation deep enough to accommodate the monitor and keyboard directly in front of the user?\* .....  Yes  No
2. Does the workstation provide sufficient leg room (depth and width), so there are no obstructions for knees, legs, shins or thighs? .....  Yes  No
3. Are the mouse (or other pointing device) and keyboard able to be positioned on the same level? .....  Yes  No
4. Is there adequate room for the monitor to be positioned 16 to 29 inches from the user's eyes? .....  Yes  No
5. Can the monitor be raised or lowered to accommodate the correct viewing height (uppermost line of the document at or slightly below the user's eyes)? .....  Yes  No
6. Is the chair stable (with a five-point base)? .....  Yes  No
7. Does the chair adjust in height? .....  Yes  No
8. Is there at least 3 inches between the front edge of the chair and the back of your knees when sitting back in the chair? .....  Yes  No
9. Does the chair provide lower-back support? .....  Yes  No
10. Are your feet flat on the floor or on a footrest when sitting back in the chair? .....  Yes  No
11. Are your forearms, wrists, etc. free from contact with hard, sharp edges? .....  Yes  No
12. Do you use a document holder when you key from documents? .....  Yes  No
13. Is there adequate light for viewing the monitor and reading printed materials? ....  Yes  No
14. Is the monitor screen positioned so there's no glare?.....  Yes  No
15. Do you avoid clutching the phone receiver between your ear and shoulder? .....  Yes  No
16. Are aisles and doorways free of obstructions? .....  Yes  No
17. Are all phone lines, electrical, and other cords tied up and kept out of the way?...  Yes  No
18. Is all electrical equipment in good working condition? .....  Yes  No
19. Are electrical cords in good condition? .....  Yes  No

*\*The OR-OSHA booklet "Health and Safety Guidelines for Video Display Terminals in the Workplace" is available on the Oregon OSHA Web site: [www.cbs.state.or.us/external/osha/pdf/pubs/1863.pdf](http://www.cbs.state.or.us/external/osha/pdf/pubs/1863.pdf)*