

## Telework Office Materials and Equipment Checklist

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"/> Inbox	<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"/> Zoning approval
<input type="checkbox"/> Stapler/staples	<input type="checkbox"/> Fire extinguisher	<input type="checkbox"/> Evacuation plan
<input type="checkbox"/> Notepad	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Office mail plan