

## SETTING UP A WORKSPACE

Each teleworker should complete this worksheet with his or her manager BEFORE setting up a telework office space.

### Telecommuting Office

Telecommuting Location:

\_\_\_\_\_ Home \_\_\_\_\_ Telework Center \_\_\_\_\_ Other (Specify \_\_\_\_\_ )

If working at home, specify what type of home office will be created? Will it be a separate room or part of a room?

Where will files and equipment be stored?

Will there be an inspection of the teleworking office?

If so, who will inspect it?

Central Office:

Will there be any desk sharing or space changes in the central office when teleworking begins? If so, what will be done to smooth this transition?