Department of Juvenile Justice
Self-Certification Checklist for the Telework Office Site

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Name of Teleworker / Class Title | People First ID / Position Number

Office (e.g. Probation, Administration) | Unit/Program Name

Telework Office Site Address

City | State | Zip Code

This checklist is for use by the teleworker in assessing the adequacy of the telework office site environment. The success of the teleworking arrangement depends on a realistic assessment of the workspace, and the ability of the employee to successfully complete their work in this environment. If the workspace is not adequate, the teleworking agreement will not work. The teleworker will need to assess the office space to ensure that the space is adequate, safe and hazard free.

- ☐ Yes ☐ No Does the space seem adequately ventilated?
- ☐ Yes ☐ No Is the space reasonable quiet and free of distractions?
- ☐ Yes ☐ No Are all the stairs with 4 or more steps equipped with handrails?
- ☐ Yes ☐ No Are all circuit breakers and/or fuses in the electrical panel labeled as to intended services?
- ☐ Yes ☐ No Do circuit breakers clearly indicate if they are in open or closed position?
- ☐ Yes ☐ No Is all electrical equipment free of recognized hazards that would cause physical harm (e.g. frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?
- ☐ Yes ☐ No Are electrical outlets 3 pronged (grounded)?
- ☐ Yes ☐ No Is the computer equipment connected to a surge protector?
- ☐ Yes ☐ No Are aisles, doorways, and corners free of obstructions to permit movement?
- ☐ Yes ☐ No Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
- ☐ Yes ☐ No Is the space crowded with furniture?
- ☐ Yes ☐ No Are the phone lines, electrical cords, and extension wires secured under a desk or alongside the baseboard?
- ☐ Yes ☐ No Are floor surfaces clean, dry, level, and free of worn or frayed seams?
- ☐ Yes ☐ No Are carpets well secured to the floor, and free of frayed or worn seams?
- ☐ Yes ☐ No Is there a fire extinguisher in the home, easily accessible from the office space?
- ☐ Yes ☐ No Is there a working smoke detector detectable from the workspace?

Teleworker Signature | Date