

Telework employees should be undisturbed, able to concentrate, and comfortable in their alternative work environment. Recognizing these needs, the Department strives to ensure that employees maintain an alternative work environment that allows them to perform their jobs efficiently and comfortably.

The following check list is completed by the employee and submitted to the manager with the Telework Application. This checklist is meant to provide suggestions to help the employee maintain a safe alternative worksite that allows them to work efficiently. At the time of signature the manager has not verified the condition of the remote location. WSDOT has the right to visit and inspect the remote location, at a mutually agreed upon time to verify a safe location.

- The workspace is free from excessive noise.
- There is adequate lighting provided at the worksite.
- All electrical equipment is free of recognized hazards that could cause physical harm.
- The electrical system is adequate for office equipment.
- Aisles, doorways, and corners are free of obstructions permitting visibility and movement.
- First aid supplies are readily accessible and adequate.
- Work surfaces and chairs are ergonomically correct
- If using computer equipment, displaying dark letters on a light computer minimizes glare effects.
- The office space is neat, clean, and free of hazardous materials.
- A fire extinguisher is located nearby.

### Signatures

Employee's Name	Supervisor's Name
Date	Date
Employee's Signature	Supervisor's Signature