

ERGOhealthy Home Office Checklist

Answer the following questions to help set up your home office for comfort and efficiency.

How do you work best? (check all that apply)

- | | |
|---------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> I need absolute quiet to get anything done | <input type="checkbox"/> I don't mind interruptions |
| <input type="checkbox"/> I like to spread out when I work | <input type="checkbox"/> I like everything organized and neat |
| <input type="checkbox"/> I need lots of natural light when I work | <input type="checkbox"/> I don't mind using a desk lamp |
| <input type="checkbox"/> I prefer traditional office hours | <input type="checkbox"/> I work best at night or on weekends |

What are my options for an office in my home?

- | | | | |
|--------------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Main Bedroom | <input type="checkbox"/> Spare Bedroom | <input type="checkbox"/> Kitchen Table | <input type="checkbox"/> Laundry/Utility Room |
| <input type="checkbox"/> Finished Basement | <input type="checkbox"/> Finished Attic | <input type="checkbox"/> Den/Office | <input type="checkbox"/> Other _____ |

Who will be accessing my office?

- Just Me Clients Employees Family/Friends

In the location chosen, how many of the following are there in the room?

- Outlets WIFI Internet (hard-wire) Windows Closets

Things to Consider

	Supply	Currently Own	Not Needed	Possibly Need	Need to Purchase
Furniture	Desk or armoire				
	Office or similar chair				
	Desk lamp				
	Filing cabinet				
	Bookshelf or other				
	Supply Closet/Cabinet				
	Other				
Computer Equipment	Computer/Laptop				
	Headset				
	Camera				
	Mouse/Keyboard				
	Printer				
	Copier				
	Scanner				
	Internet (hard-wired)				
	WIFI				
	Cables				
Other					
Basic Supplies	Paper				
	File Folders				
	Labels, etc.				
	Pens/pencils				
	Highlighters				
	Scissors, stapler, etc.				
Other					
Safety	Fire Extinguisher				
	Smoke detector				
	Emergency plan				
	Surge protector				
	Other				

