



Standard Telework Agreement

| Section I – Employee Information | | |
|----------------------------------|------------|----------------|
| Last Name | First Name | Middle Initial |
| | | |



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| Section V – Safety Checklist | | |
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| Safety Feature Verified at Alternate Work Location Listed Above: | Yes | No |
| 1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location. | | |
| 2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.) | | |
| 3. Electrical system allows for grounding of electrical equipment (three prong receptacles). | | |
| 4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways). | | |
| 5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways. | | |
| 6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard. | | |

7. If materials containing asbestos are present, they are in good condition.



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| Secretary: Two Days a week | Date |
|----------------------------|------|