Remote Workstation Checklist

As remote work has been an expanded practice, many organizations are reviewing how they can best support and plan for use of the remote workplace. Employers can use this checklist when reviewing and planning a remote workstation setup for current employees, or when planning a remote onboarding process. Remote workstation setup can vary by organization, and the employee's role and responsibilities. Employers can review this checklist to determine which components of a remote workstation should be provided to employees and what technology considerations should be planned for.

Workstation Environment and Setup	
Adequate space within the employee's home for an office	☐
Workstation area that complies with ergonomic and safety guidelines	☐
Workstation in a location with broadband network able to download and upload at aminimum of 1.5 megabits per second	☐
Environment with minimal noise and distractions	☐
Desk or work area with sufficient space for equipment	☐
Comfortable and ergonomic office chair	☐

Computer	
Desktop or laptop, either provided by the employer or employee	☐
Adequate hard drive capacity and memory on computer to perform necessary job duties	☐
If video calls will be part of the employee's job responsibilities, computer includes a webcam	☐
Headset with microphone	☐
Power cord	☐
Mouse	☐
Mouse pad	☐
Keyboard	☐

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Optional Workstation Equipment	YES	NO	N/A
Docking station or hub	☐	☐	☐
External monitor	☐	☐	☐
Additional monitor for dual-monitor setup	☐	☐	☐
External keyboard	☐	☐	☐
Printer	☐	☐	☐
Fax machine	☐	☐	☐

Office Supplies	YES	NO	N/A
Notebooks	☐	☐	☐
Binders	☐	☐	☐
Paper	☐	☐	☐
Pens	☐	☐	☐
Pencils	☐	☐	☐
Stapler	☐	☐	☐
Staples	☐	☐	☐

Technology Software and Services	YES	NO	N/A
Cloud-based phone subscription service or cellphone	☐	☐	☐
Virtual private network (VPN) established for employee's computer	☐	☐	☐
Internal network access given to employee for all necessary job functions	☐	☐	☐

Use this checklist as a guide when planning the remote workstation setup for employees working remotely full- or part-time at your organization.

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