

Telecommuting Home Office Check List

This form MUST accompany the Telecommuting Guidelines & Agreement paperwork.

PLEASE CHECK ANY AND ALL THAT APPLY			
Name		Work Phone	

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Computer:	<input type="checkbox"/> Own	<input type="checkbox"/> UMass	<input type="checkbox"/> Laptop
Phone:	<input type="checkbox"/> Cell	<input type="checkbox"/> Land Line	
Equipment:	<input type="checkbox"/> Surge Protectors	<input type="checkbox"/> Printer	<input type="checkbox"/> Fax
Software:	<input type="checkbox"/> Anti-Virus	<input type="checkbox"/> VPN	<input type="checkbox"/> Remote Desktop
Data Service:	<input type="checkbox"/> High Speed Connection	<input type="checkbox"/> Other (please specify):	

Briefly give a description of your home office workspace:

Comments:

ADDITIONAL INFORMATION

If using an employee-owned PC, make sure it meets the guidelines published by UITS for both hardware & software. Anti-virus software must be up-to-date. NEVER conduct University business over a wireless network connection unless it's managed by the University.

Your office must be designed for safety and comfort and should be segmented as much as possible from household distractions.

SIGNATURES

Employee	Date
Manager	Date