

WORKING FROM HOME CHECKLIST	 
Good quality broadband	
PC or laptop (if possible, use work laptop for better security and functionality)	
Peripherals, e.g. keyboard, mouse, printer/scanner, headset, video camera	
All necessary business apps and remote working solution installed; if you require books or physical files for your work, bring them from the office	
Designated workstation / working area, enough desk surface for all necessary work equipment	
Comfortable chair and a table of suitable height (make necessary adjustments so your feet rest firmly on the floor and forearms horizontal while working). Ensure enough back support and minimum neck strain.	
Computer screen at a comfortable height and distance from your eyes; brightness and contrast on your display adjusted, image clear and stable	
Enough lighting (natural light, desk lamp etc.). position your screen to avoid distracting reflections from direct sunlight	
Work area clean, tidy, secure and clutter free; comply with clear screen clean desk policies; ensure other people in the house do not have access to your business computer or physical files.	
Adequate ventilation and comfortable room temperature	
All electrical equipment in safe working order? (No exposed cables, damaged or broken electrical equipment used).	