

Inspection Checklist for Home Work Spaces

Department/Faculty:					Date:		
Inspector:				Work Phone:			
Home Work Spaces Covered During Inspection (Please describe the area, in your home that is being used as a home work space, e.g. workspace is a separate room, or 4' x 10' space in living room)							
Item	Rating*			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
	S	U	N/A		Yes	No	
*S-Satisfactory, U-Unsatisfactory, N/A-Not Applicable							
1. All Offices and Storage Rooms							
Flooring is secure, with no loose tiles, worn or curled carpet or surfaces which are slippery when wet							
The area is free from tripping hazards such as loose debris, stored material or phone cords							
All computers and peripherals are powered via a wall outlet or power bar							
Electrical service is not overloaded by use of multiple three way plugs and daisy-chained power bars							
Electrical extension cords are grounded (three wire type) and in good condition with no splices, broken insulation or exposed wires							
Chairs with casters have a stable "5-star" base							
Chairs are not broken or unduly worn							
Chairs are ergonomically designed, including a height adjustment for those intended to be used at tables							
2. Shelving, File Cabinets and Other Storage							
There is no accumulation of un-stored material							
Filing cabinets and shelves, where applicable, are sturdy and stable (secured if necessary)							
For areas where filing or storage is more than five feet from the floor, a stool or moveable steps is used							

