



Standard Telework Agreement

Section I – Employee Information		
Last Name	First Name	Middle Initial



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Section V – Safety Checklist		
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
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