Home Office Checklist

Use this checklist as a guide to help set up your
home workspace.

☑ Select an office location
- Find a space separate from high-traffic areas in the home.
- If creating a space within a space, consider walls to seperate the office.

☑ Prepare the space
- Remove all items, in order to start with a blank canvas.
- Install any outlets needed.
- Clean all elements of the space before bringing in furniture.

☑ Set-up the home office
- Note the best angle to place the desk, while considering natural light.
- Avoid having your back to windows due to computer screen glare.
- Before adding equipment, sit down and test out the location.
  - Make sure your desk and chair are ergonomically correct.
- Don't forget to use power strips for all your equipment, with fire safety codes in mind.
- Add organizational details, such as a bulletin board, pen holder, and file organizers.

☑ Add personal touches
- Add photographs and artwork.
- Add additional elements like an air purifying plant, coasters, a reading chair, etc.

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