



Oregon Department of Fish and Wildlife Alternate Worksite Office Checklist

Use this checklist as a guide for setting up your alternate worksite office. Ideally, you should be able to answer "yes" to all questions. Submit this completed checklist to Human Resources along with the Application and Agreement documents.

1. Is the workstation deep enough to accommodate the monitor and keyboard directly in front of the user? Yes No
2. Does the workstation provide sufficient legroom (depth and width), so there are no obstructions for knees, legs, shins, or thighs? Yes No
3. Is the mouse (or other pointing device) and keyboard able to be positioned on the same level? ... Yes No
4. Is there adequate room for the monitor to be positioned 16-29 inches from the user's eyes?..... Yes No
5. Can the monitor be raised or lowered to accommodate the correct viewing height (uppermost line of the document at or slightly below the user's eyes)? Yes No
6. Is the chair stable (with a five-point base)? Yes No
7. Does the chair adjust in height? Yes No
8. Is there at least 3 inches between the front edge of the chair and the back of your knees when sitting back in the chair? Yes No
9. Does the chair provide lower-back support? Yes No
10. Are your feet flat on the floor or on a footrest when sitting back in the chair?..... Yes No
11. Are your forearms, wrists, etc. free from contact with hard, sharp edges? Yes No
12. Do you use a document holder when you key from documents? Yes No
13. Is there adequate light for viewing the monitor and reading printed materials? Yes No
14. Is the monitor screen positioned so there's no glare? Yes No
15. Do you avoid clutching the phone receiver between your ear and shoulder? Yes No
16. Are aisles and doorways free of obstructions?..... Yes No
17. Are all phone lines, electrical, and other cords tied up and kept out of the way?..... Yes No
18. Is all electrical equipment in good working condition?..... Yes No
19. Are electrical cords in good condition?..... Yes No