





# OLD DOMINION UNIVERSITY

## Research Foundation

### Telework Equipment Use Agreement Form

#### Reimbursable Expenditures: (Not Common)

Expense	Yes	No	Details
Internet			
Home Office Furniture			
Travel Expenses (to ODURF)			
Other			

#### Research Foundation Provided Equipment:

Equipment	Tag #	Manufacturer and equipment description	Serial #
Desktop Computer			
Laptop			
Docking Station			
Monitor 1			
Monitor 2			
Keyboard			
Webcam (if not integrated)			
Mouse			
Surge Strip			
Speaker bar			

If you are using personal computers this will need to be approved will be required to meet IT's current recommend specifications.

**Note: You must also register all PC or laptop equipment with IT to ensure continued security updates.**

#### Employee Equipment Return

All items are expected to be returned in satisfactory condition. By signing this agreement, the employee is acknowledging that they will be monetarily response for damages.

Initials: \_\_\_\_\_

#### Internal Equipment Return To be completed upon equipment return.

All Items Issued returned and in satisfactory condition.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

#### Human Resources:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Fixed Asset Accountant:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Telework Agreement Safety Checklist

This form identifies areas and items employees should inspect before remote working begins to ensure the designated off-site workspace is safe, ergonomically suitable, and free from hazards. Employees and supervisors/managers may add to this list as needed. The employee will designate a workspace as the home office and will maintain this workspace in a safe condition, free from hazards and other dangers to people and equipment. Issues related to individual tax deductions for the designated workspace in the employee's home shall be the responsibility of the employee. The Research Foundation may be liable for job-related Injury/illnesses that occur during established work hours in alternative work locations; however, the home office shall not be considered an extension of the foundations work site. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

<b>General Safety</b>	
	Workspace is away from noise, distractions, and is devoted to your work needs.
	Workspace accommodates workstation, equipment, and related material.
	Temperature, ventilation, and lighting are adequate and in good repair.
	File drawers are not top-heavy and do not open into walkways.
	Books and supplies stored to prevent falling.
	Wheels on rolling files or other mobile equipment free from binding when rolled and can they also be locked to prevent rolling.
	Floors are clear and free from hazards.

<b>Computer Workstation</b>	
	Chair casters (wheels) are secure, and the rungs and legs of the chair are sturdy.
	Your back is adequately supported by a backrest.
	Your feet are on the floor or adequately supported by a footrest.
	You have enough leg room at your desk.
	There is sufficient light for reading.
	The computer screen is free from noticeable glare.
	The top of the screen is at eye level.
	There is space to rest the arms while not keying.

<b>Fire Safety</b>	
	Fire exits clearly defined and unobstructed.
	Charged and accessible dry chemical fire extinguisher.
	Working smoke detector covering the designated workspace.
	Workspace kept clean from trash or other combustible materials.

<b>Electrical Safety</b>	
	All electrical plugs, cords, panels, and receptacles in good condition and free of exposed conductors or broken insulation.
	Circuit breakers or fuse panels properly labeled and accessible.
	Three-wire grounded outlets or circuit breaker power strips used.
	Workspace kept clean from trash or other combustible materials.
	Sufficient ventilation for electrical components.

Note: Older homes with two-wire grounded outlets that require plug adapters will not afford adequate protection for personal computers.

<b>Other Safety Considerations</b>	

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date