

MARYLAND JUDICIARY

TELEWORK REMOTE WORK SITE SELF-CERTIFICATION CHECKLIST

Name: _____ Main Office Work Site: _____

Remote Work Site Address: _____

Remote Work Site Phone: _____

Administrative Official Name and Title: _____

This checklist is designed to assess the overall safety of your remote work site and to ensure that you have been properly prepared for teleworking. Upon completion, you should sign and return this form to your Administrative Official.

Describe the workspace in your remote work site: _____

A. Work Space Environment

- 1. Is the workspace free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams, uneven floor surfaces)? Yes No
- 2. Are electrical outlets grounded (3 pronged)? Yes No
- 3. Do chairs have any loose casters (wheels) Yes No; and are the rungs and legs of the chairs sturdy? Yes No
- 4. Are the phone lines, electrical cords, and extension wires secured? Yes No
- 5. Is the workspace neat, clean, and free of obstructions and excessive amounts of combustibles? Yes No
- 6. Is there enough light for reading? Yes No
- 7. Is a fire extinguisher easily accessible from the workspace? Yes No
- 8. Is there a working (test) smoke detector within hearing distance of the workspace? Yes No
- 9. Is the remote work site free from distractions (i.e. children)? Yes No

10. If children or other dependents will be on site, have arrangements been made to ensure they do not become a distraction? Yes No

Please describe arrangements: _____

A. Employee Orientation

1. Have you read the Judiciary's Teleworker Policy? Yes No
2. Have you been provided with a copy of your signed Judiciary's Teleworking Agreement? Yes No
3. Have you discussed your work schedule with your Administrative Official and completed the Judiciary's Teleworker Work Schedule?
 Yes No
4. Have you completed the Judiciary's Teleworker Work Plan?
 Yes No
5. If you have been issued Judiciary equipment, have you been briefed on the care of the equipment? Yes No
6. Have you discussed your performance expectations with your Administrative Official? Yes No
7. Have you been provided with relevant telephone directories and electronic reports? Yes No

I certify that all information contained in this checklist is true and complete to the best of my knowledge. I authorize _____ to inspect the remote work site. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for my preclusion from teleworking and/or disciplinary action.

_____	_____
Teleworker	Date
_____	_____
Administrative Official	Date