

Office Setup Checklist

Whether you work in your home or business office, a functional office is essential for productivity and peak performance. There are many more factors that affect productivity than the location and size of your office. Invest the time in planning ahead to make the right purchases and avoid having to rearrange and overhaul later.

Here are some tips for setting up a functional office:

- Insurance - make sure that your insurance will cover all furniture and equipment in the office. If you are working from home, check your homeowner's insurance and your company's insurance policy to make sure that your insurance will cover the equipment in your home office. Some company insurance policies cover equipment used in telecommuting.
- Involvement - involve people in the planning process. Understand the requirements of every worker and ask for their preferences.
- Electrical Wiring - make sure your office is wired adequately to handle all of your electrical equipment. Your outlets should have three-pronged grounded receptacles. Overloading outlets can cause a hazard.
- Ergonomics - make sure the design process centers around the workers, ensuring their comfort and safety.
- Lighting levels - Make sure there is adequate lighting that does not reflect into your computer monitor. Proper lighting reduces eyestrain and headaches and is crucial for positive work performance.
- Noise - Make sure there are minimal distractions, especially if you are working from home. Televisions and radios can be as distracting as outside noise.
- Office Layout - diagram your office space and spend time thinking about where everything will go. Consider traffic flow, location of electrical outlets, the direction doors open, and line of vision. Make sure there will be room to open drawers and doors to copy machines, printers, etc.
- Phone lines - consider investing in secondary telephone lines for answering systems, fax machines and computers.
- Temperature - make sure your heating and airconditioning will allow you to maintain a comfortable temperature to allow workers and equipment to function at their peak.
- Ventilation - make sure there is adequate air flow. Stale air is unhealthy and inhibits concentration.
- Worker's Compensation - if you are working from home and covered on a Worker's Compensation policy, make sure home-based activity is included.