



# Checklist for Temporary Work From Home Setup

Prepared by: [Your Name]

Date: [Date]

## 1. Workspace Setup

Task	Completed
A quiet and comfortable area designated for work.	<input type="checkbox"/>
Ergonomic desk and chair set up to support posture.	<input type="checkbox"/>
Adequate lighting to reduce eye strain.	<input type="checkbox"/>
Power outlets and extension cords are accessible.	<input type="checkbox"/>
Minimal distractions (e.g., TV, background noise).	<input type="checkbox"/>

## 2. Equipment and Tools

# Checklist Work From Home Setup

**Huangqi Zhang**



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