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Your home office checklist

The move to working from home has become a necessity for most of us as the coronavirus pandemic has taken hold. However, with little time to plan for this change, you may have overlooked one or two requirements for setting up your office at home. Use our checklist to see if there's anything you still need to consider:

- Dedicated home working space identified
- Office furniture arranged (desk, chair, filing cabinets, etc.)
- PC or laptop compatible with work systems in place
- Appropriate office software/apps (e.g. Word, Excel, etc.) installed on device
- Compatible printer and scanner (or multi-purpose machine) installed
- Suitable anti-virus software installed on device and anti-malware policies in place
- Remote access to work systems arranged and user privileges set
- Robust and secure home internet connection/network router in place
- Access to work email account arranged
- Arrangements in place for the secure transfer/back up of data
- Video conferencing software/app downloaded to device
- Webcam and sound enabled on device
- Dedicated telephone line installed for work calls (if required)
- Access to telephone headset (if required)
- Calls to office telephone redirected to home if necessary
- Clients and key contacts informed of new contact details
- Post redirected to home address if necessary
- Adjustments made to insurance policies (e.g. home, public liability, etc.) if necessary
- Office stationery supplies arranged
- Secure storage facilities installed (fire proof if necessary)
- Paper shredder in place (cross-cut for medium security or micro-cut for high-level security)

For more insights on how to make a success of working from home, visit fundsnetwork.co.uk/homeworkingkit



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