

**Category:**

**Yes or No Response:**

**Action Required (including timeframe):**

**Cleanliness & Safety:**

Are all cords no more than 6" from the wall or free from an area where someone can trip over them?

Are all cords free from the corner of other metal objects (to eliminate the possibility of the edge becoming frayed and dangerous)?

Are all plugs being used appropriately (i.e. not over-used, properly grounded)?

Is there no more than one surge protector per outlet?

Are all areas of the office easily accessible to be cleaned on a regular basis?

Are all areas of the office (desktop, phone receiver, computer keyboard & mouse, floor, wastebasket, and other highly used areas) cleaned & disinfected regularly?

Are all food products thrown away?

**Organizational Structure:**

When you look into your office does it look organized?

When you walk into your office is there a clear path to all work areas, seats, and storage areas?

Are any items stored above your reach in an unsafe way for retrieving them?

Are any items stored in a container that is heavier than approximately 25 pounds?

Has all of the furniture in your office been used within the last two weeks?

If you meet with other individuals, is there a clear area, with no barriers (including desk), between you and the individual(s)?

**Personalization:**

Is there at least one personal item that distracts you only when you need a short mental break (i.e. souvenir from a vacation, college diploma, pet rock)?

Do you have at least one personal picture of a family member, friend, pet, or vacation location?

Do you have a secure, clean, and organized location for personal items (i.e. medicine, toiletries, spare change)?

Are all the amenities that you have implemented being utilized appropriately (i.e. welcome mat, coat rack, trash cans)?

Do you have a clear location for co-workers, students, clients, or outsiders to leave you messages in a spot you will quickly and easily notice them?

Remember, this tool will only help you evaluate areas that may help you create a more organized and inviting work space. You may need to schedule time for yourself to use this form on a repeated basis, maybe once a month. You have to make time to do the work and ensure that these areas are implemented in the way that works best for you.