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Checklist: Setting up a home office in 7 steps

1. PLANNING & PREPARATION

- ☐ Measure your workspace (at least 120 x 80 cm for a desk)
- ☐ Set your budget (basic equipment from CHF 250.-)
- ☐ Check power sources and internet connection
- ☐ Analyse the light in the room
- ☐ Identify sources of noise and plan solutions
- ☐ Take photos of the room for planning purposes

Notes: _____

2. BASIC EQUIPMENT

- ☐ Desk (height-adjustable recommended)
- ☐ Ergonomic office chair with adjustment options
- ☐ Sufficient storage space (shelves, drawers)
- ☐ Cable management solutions
- ☐ Desk pad
- ☐ Waste paper basket

Notes: _____

3. ERGONOMIC SETUP

- ☐ Adjust table height (65-75 cm, forearms horizontal)
- ☐ Adjust chair height (feet flat on the floor)
- ☐ Adjust seat depth (2-3 fingers' width from the back of the knee)
- ☐ Adjust backrest for optimal lumbar support
- ☐ Adjust armrests to desk height
- ☐ Check monitor position (distance: 60–70 cm, top edge at eye level)

Notes: _____

4. TECHNICAL EQUIPMENT

- ☐ Monitor(s) with stand/mount
- ☐ Keyboard and mouse (ergonomic recommended)
- ☐ Headset/headphones with microphone
- ☐ Webcam (if not integrated into laptop)
- ☐ Test stable internet connection
- ☐ Printer/scanner (if required)
- ☐ Sufficient power sockets/multiple sockets

Notes: _____

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5. ORGANISATION & ORDER

- ☐ Filing system for documents
- ☐ Install cable ducts/cable clips
- ☐ Organise pens and office supplies
- ☐ Set up digital filing system
- ☐ Provide to-do list/planner
- ☐ Partition wall/room divider (for shared space)

Notes: _____

6. LIGHTING & ROOM CLIMATE

- ☐ Desk lamp with glare-free light
- ☐ Check and optimise main light source
- ☐ Fit windows with anti-glare protection/curtains
- ☐ Regulate room temperature (20-22°C ideal)
- ☐ Pay attention to humidity (40-60% is optimal)
- ☐ Place plants in the room to improve the indoor climate

Notes: _____

7. LEGAL & TAX

- ☐ Check your home office agreement with your employer
- ☐ Clarify insurance cover
- ☐ Collect all receipts for office equipment
- ☐ Calculate proportionate rental costs
- ☐ Document working hours

Notes: _____

USEFUL DOWNLOADS & WEBSITES

- Suva ergonomics tips: www.suva.ch/ergonomie
- SECO home office brochure: https://www.seco.admin.ch/seco/en/home.html
- Tax deduction information: https://www.estv.admin.ch/estv/en/home.html