

### WORKSHEET #32: ALTERNATE WORK SITE OPTIONS

This worksheet serves several purposes. Not only will it help identify a variety of alternate work sites, it may also be used to track memoranda of understanding (MOU), leases, occupancy and cooperative agreements, and contracts with other entities for facility use.

**Area of Responsibility:** \_\_\_\_\_

**Essential Function:** \_\_\_\_\_

Facility	Agreement	Date Executed	Annual Cost	Special Notes
Example: Acme Fire Hall	MOU	5/5/55	\$1200	Fire Hall has access to radio as well as land line phone; 450 square feet with access for persons with disability. Tables and chairs to seat 120.

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project