

WORKSHEET #27: REQUIREMENTS FOR ALTERNATE WORK SITES

To complete Worksheet #27, identify the requirements for the alternate work site by essential function. Requirements include personnel, special needs, power, communication, and space.

Area of Responsibility: _____

Essential Function: _____

Example: Relocating a purchasing office from a central location to a field location, so that emergency purchasing can be accomplished

Number of Personnel	Human Needs (special)	Power	Communication	Space Requirements
Example: 3		Required for three PCs and one networked printer	Land line telephone, modem access to the internet and remote accessibility to a Wide Area Network, along with access to shared servers, would handle communication.	A space no less than 180 square feet, and include chairs and desk/table arrangements for three persons

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