

The Home-Worker Setup Checklist

What 'set up to work from home' should actually mean.

"Working from home" usually means whatever kit the person happened to have when they started. A defined standard turns that into something supportable, secure, and fair. This checklist covers 25 things that separate a home setup the business can stand behind from one it just hopes is fine.

Walk it per remote worker, or use it to write your firm-wide home-office standard. Most SMEs find the gaps cluster in backup, identity, and the unwritten expectations.

HOW TO USE

1. Pick one remote worker's setup (or your written policy, if one exists).
2. Tick what's genuinely in place today. Leave the rest blank – blanks are the finding.
3. Cost the blanks: most are under £200 per person; the backup and identity rows are urgent.
4. Re-run for each remote or hybrid person, then write the standard down once.

25 checks for every work-from-home setup

THE DEVICE

- ☐ Company-provided laptop (or an explicitly approved, controlled alternative), not the family PC by default.
- ☐ Enrolled and managed: the business can see it, patch it, and wipe it if it's lost or the person leaves.
- ☐ Disk encryption on and verified, not assumed.
- ☐ Patching on a schedule the user can't defer forever.
- ☐ Included in the normal hardware refresh cycle: a home worker's laptop is their entire office.

IDENTITY & SIGN-IN

- ☐ MFA on email and every business system, no exceptions for seniority.
- ☐ A password manager provided and actually rolled out.
- ☐ Sign-in alerts or conditional access, so unusual-location logins get flagged.
- ☐ A written joiner/leaver step for every remote account (same-day disable for leavers).
- ☐ Self-service password reset and MFA re-enrolment, so an 8am lockout isn't a lost morning.

CONNECTION & CALLS

- ☐ Broadband adequate for the job: know who's struggling before it shows on client calls.
- ☐ A backup option (4G/5G) for anyone who genuinely can't get reliable fixed broadband.
- ☐ A decent headset for anyone on calls all day; audio is a line item, not a luxury.
- ☐ Wired connection to the router for the people whose calls matter most.
- ☐ Company WiFi guidance: work devices off shared/default-password home networks where possible.

SCREEN, SEAT & ENVIRONMENT

- ☐ A second screen for anyone doing screen work all day.
- ☐ A chair that won't wreck someone's back over a year; small money against the cost of the person.
- ☐ A defined kit list so the offer is the same for everyone (no invisible two-tier workforce).
- ☐ A stated contribution policy: what the business pays for, what it doesn't.
- ☐ Somewhere to lock the laptop away if the household is shared.

BACKUP, SUPPORT & EXPECTATIONS

- ☐ Laptop data covered by backup that doesn't require the office network (cloud-side, verified).
- ☐ A restore actually tested: a backup nobody has restored from is a hope, not a backup.
- ☐ A written 'how to get help' route that doesn't depend on walking to a desk.
- ☐ Remote support tooling that can reach the device wherever it is.
- ☐ The two-way deal written down: what the business provides, what the person is expected to do.

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