



# Checklist for physical work environment rounds in offices

Use this checklist to examine and follow up systematic work environment management at the workplace at least once a year. Describe necessary measures in the “Measure” column and list the relevant room number so that it is clear where the measure is to be implemented. Some measures can be taken immediately. Measures that cannot be taken immediately are addressed in the local collaborative group (LSG) and documented in the department’s or equivalent’s work environment action plan. Skip questions not relevant for your workplace.

Date:

Department/unit:

Building and floor plan:

Head of department/equivalent:

Work environment representative:

Student work environment representative:

Equal opportunities support:

Have deficiencies identified in the previous round been addressed?

Date of previous round:

Signature of head of department/equivalent:

Physical work environment	Yes	No	Measure
<b>LIGHTING</b>			
Does the premises have sufficient general lighting?			
Does the general lighting cause glare on computer screens?			
Are the lighting fixtures cleaned and intact?			



Is there broken lighting that should be replaced?			
Do the workstations have sufficient spot lighting			
Can direct sunlight be blocked?			
Does sunlight cause glare on computer screens?			
<b>THE WORKPLACE</b>			
Are display's easy to read in terms of contrast, brightness and flicker?			
Are Umeå University's procedures for monitor glasses applied?			
Do computer mice need to be supplemented, such as with roller mice?			
Can the furniture be adjusted to individual needs?			
Is the furniture correctly adjusted?			
Does the premises need to be adapted for individuals with physical impairments?			
<b>ORDER AND ACCIDENTS</b>			
Is everything sufficiently in order?			
Is more storage needed, such as shelves and cabinets?			
Is it easy for the cleaning services to clean?			



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Is the cleaning satisfactory?			
Is the floor undamaged and clean?			
Is the floor slippery?			
<b>VENTILATION/INDOOR ENVIRONMENT</b>			
Is the air quality satisfactory?			
Is the ambient temperature in the premises comfortable?			
Is the indoor environment comfortable in terms of drafts? (drafts can arise from ventilation and windows)			
Is there sufficient shade from the sun?			
<b>NOISE</b>			
Are there disturbing sounds or noise from e.g. copiers/printers/computers/ventilation?			
<b>SAFETY EQUIPMENT</b>			
If there is a defibrillator, is it functioning and is the sign properly installed?			
Is the light flashing green?			
Is there a sufficient number of employees trained in first aid/CPR and does everyone in the workplace know who they are?			



<b>NATURE OF THE WORK</b>			
Are there workplaces within the unit that have repetitive tasks and heavy or static loads?			
If staff members work alone, are Umeå University's rules for working alone followed?			
Are there local procedures for managing emergency or crisis situations?			
<b>ELECTRICAL SAFETY</b>			
Are there timers on coffee makers, hobs and stoves?			
Are there cords on the floor?			
Are power switches and electrical plugs undamaged and attached?			
Are cords undamaged and unbent?			
<b>COORDINATION RESPONSIBILITY</b>			
Does everyone know who is responsible for coordination at the workplace? (Applies to shared workplaces, i.e. when two organisations share premises)			
Is the person with coordination responsibility documented and delegated?			
Has the workplace been informed about the person with coordination responsibility?			



<b>OTHER</b>