

WORKSHEET 19: ALTERNATE WORK SITE OPTIONS

This worksheet serves several purposes. Not only will it help identify 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.