

Checklist for Office Supplies

Opening up a new workspace? Here's a basic rundown of everything you'll need.



- **Furniture**

- Desks
- Rolling desk chairs
- Conference table & chairs
- Trash cans
- Rolling drawers

- **Computers & Computer Misc.**

- Laptop or desktop computers
- Printer / scanner
- Printer ink / toner
- Blank printing paper
- Fax machine
- USB drive
- Backup hard drives
- Cable cord organizer
- Office landline phones
- Security system (if necessary)
- Time clock or sign-in device to monitor working hours

- **Desk Supplies**

- Not pad & pen/pencil organizer
- Sticky notes
- Pens / pencils
- Tape
- Scissors
- Paper clips

- Stapler, staples, staple remover
- Hole punch
- Highlighters
- White out

- **General Office Organization**

- Wall calendar
- Dry erase board, markers, eraser
- Bulletin board
- Thumbtacks & pins
- Filing cabinets
- Index dividers
- Ring binders
- Adhesive labels & label maker

- **Office Kitchen**

- Water cooler
- Refrigerator
- Microwave
- Plates & bowls
- Utensils
- Cups & mugs
- Coffee pot or electric kettle
- Instant coffee or filtered coffee
- Teas
- Napkins
- Dishsoap
- Drying rack for washed dishes
- Dish towels
- Sugar or sugar substitutes
- Non-dairy creamer
- Salt & pepper

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