

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

☐ Notepad & 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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