

Office Furniture & Equipment Checklist



- ☐ Desk(s)-Ergonomic
- ☐ Comfortable chair (s) - Ergonomic
- ☐ File cabinets
- ☐ Overhead and work lighting
- ☐ Client seating
- ☐ Fireproof safe
- ☐ Desktop or Other Form of Calculators
- ☐ Bookcases
- ☐ Postage meter
- ☐ Worktable(s)
- ☐ Office decorations
- ☐ Labeling machine
- ☐ Wall white board and white board markers
- ☐ Radio or Stereo Systems
- ☐ Paper shredder
- ☐ Wastebasket
- ☐ Recycling bin
- ☐ Alarm system

☐ Fire extinguisher

☐ First-aid kit

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