## **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	Make and Share Free Checklists
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