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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