

Office Supplies Checklist

By Lauren Meir

- ☐ Office Furniture
 - ☐ Desks
 - ☐ Rolling Desk Chairs
 - ☐ Conference Table and Chairs
 - ☐ Waste Baskets
 - ☐ Rolling Drawer Sets
- ☐ Computers and Appliances
 - ☐ Laptop/Desktop Computers.
 - ☐ Printer/Fax Machine/Scanner
 - ☐ Printer Ink and Toner
 - ☐ Writable CD ROMs
 - ☐ Backup Zip/Jazz Drives
 - ☐ Cable Organizer
 - ☐ CD/Disk Rack Organizers
 - ☐ Compressed Air Canister (for cleaning computers)
 - ☐ Mouse and Mouse-pads
 - ☐ Office Phones
 - ☐ Security System
 - ☐ Time Clock or Sign-in Device
 - ☐ Blank Computer Paper
- ☐ Desk Supplies
 - ☐ Note and Pencil Holders
 - ☐ Sticky notes
 - ☐ Pens and Pencils
 - ☐ Phone Message Pad
 - ☐ Tape
 - ☐ Scissors
 - ☐ Paper Clips
 - ☐ Legal Pads
 - ☐ Staplers, Staples, and Staple Remover
 - ☐ Hole Punch

- ☐ Highlighters
- ☐ White-Out
- ☐ Office Organization
 - ☐ Wall Calendar
 - ☐ White/Dry Erase Board
 - ☐ Dry Erase Markers
 - ☐ Bulletin Board
 - ☐ Thumbtacks/Pins
 - ☐ File Cabinets
 - ☐ Hanging File Folders
 - ☐ Index Dividers
 - ☐ Ring Binders
 - ☐ Clear Plastic Label Tabs
 - ☐ Adhesive Labels and Label Maker
- ☐ Office Kitchen
 - ☐ Water Cooler
 - ☐ Small to Medium Refrigerator.
 - ☐ Microwave.
 - ☐ Dinnerware Can be disposable paper and plastic plates or reusable plastic or ceramic dishes
 - ☐ Eating Utensils Can be disposable plastic cutlery or silverware
 - ☐ Serve-ware A few large serving spoons/forks
 - ☐ Mugs For hot tea and coffee
 - ☐ Milk, Soda, or other cold beverages
 - ☐ Coffee Pot and/or Electric Kettle
 - ☐ Instant coffee or Filter Coffee
 - ☐ Variety of Teas
 - ☐ Napkins
 - ☐ Dish soap
 - ☐ Drying Rack for Dishes
 - ☐ Dish Towels
 - ☐ Sugar and Sugar Substitute
 - ☐ Non-Dairy Creamer

☐ Salt and Pepper