

# 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