Office Equipment Checklist

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# Tasks:

☐ **Office Furniture**

☐ **Spacious and functional desk.**

☐ **Chairs for you, your employees and your clients.**

☐ **Cabinets and book shelves.**

☐ **Trash cans, recycling basket.**

☐ **Magazine and coat racks.**

☐ **Lamps and lighting equipment.**

☐ **Office Equipment**

☐ **Computer (hard drive, monitor, keyboard, modem).**

☐ **Printer.**

☐ **Scanner.**

☐ **Fax machine.**

☐ **Phone system.**

☐ **Large whiteboard.**

☐ **Security system.**

☐ **Internet connectivity.**

☐ **Paper shredder.**

☐ **Refrigerator.**

☐ **Microwave.**

☐ **Office Supplies**

☐ **Coffee machine and mugs.**

☐ **Protective desk covering(s).**

☐ **Stationery.**

☐ **Paper (regular and legal-size).**

☐ **Legal pads.**

☐ **Envelopes.**

☐ **A vast supply of sticky notes.**

☐ **Pens of various colors.**

☐ **Pencils.**

☐ **Staplers.**

☐ **2 and 3 hole punches.**

☐ **A rubber date stamp and ink pad.**

☐ **File folders.**

☐ **Rubber bands.**

☐ **Tape.**

☐ **Three ring binders.**

☐ **Staple removers.**

☐ **Scissors.**

☐ **Colored sticky tabs.**