

# Office Equipment Checklist

By Campbell Rodriguez

- 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.