Checklist for Office Supplies

Opening up a new workspace? Here's a basic rundown of everything you'll need.



Furniture

- [ ] Desks
- [ ] Rolling desk chairs
- [ ] Conference table & chairs
- [ ] Trash cans
- [ ] Rolling drawers

Computers & Computer Misc.

- [ ] Laptop or desktop computers
- [ ] Printer / scanner
- [ ] Printer ink / toner
- [ ] Blank printing paper
- [ ] Fax machine
- [ ] USB drive
- [ ] Backup hard drives
- [ ] Cable cord organizer
- [ ] Office landline phones
- [ ] Security system (if necessary)

- [ ] Time clock or sign-in device to monitor working hours

Desk Supplies

- [ ] Not pad & pen/pencil organizer
- [ ] Sticky notes
- [ ] Pens / pencils
- [ ] Tape
- [ ] Scissors
- [ ] Paper clips
- [ ] Stapler, staples, staple remover
- [ ] Hole punch
- [ ] Highlighters
- [ ] White out

General Office Organization

- [ ] Wall calendar
- [ ] Dry erase board, markers, eraser
- [ ] Bulletin board
- [ ] Thumbtacks & pins
- [ ] Filing cabinets
- [ ] Index dividers
- [ ] Ring binders
- [ ] Adhesive labels & label maker

Office Kitchen

- [ ] Water cooler
- [ ] Refrigerator
- [ ] Microwave
- [ ] Plates & bowls
- [ ] Utensils
- [ ] Cups & mugs
- [ ] Coffee pot or electric kettle

- [ ] Instant coffee or filtered coffee
- [ ] Teas
- [ ] Napkins
- [ ] Dishsoap
- [ ] Drying rack for washed dishes
- [ ] Dish towels
- [ ] Sugar or sugar substitutes
- [ ] Non-dairy creamer
- [ ] Salt & pepper

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