

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.