

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