



# Office Supplies Checklist

## OFFICE SUPPLIES

- Post it Notes
- 8.5" \* 11" paper case
- Files & Folders
- Notebooks
- Pen
- Pencils
- Permanent Markers
- Highlighters
- Whiteboard Marker
- Whiteboard Eraser
- Correction Tape / Fluid
- Envelopes
- Postage Stamps
- Stapler
- Stapler Pins
- Tape
- Paper Clips
- Glue Sticks
- Push Pins
- Scissors
- Binders
- Binder Dividers
- Hole Puncher
- Sticky Notes

## BREAK ROOM SUPPLIES

- Kitchen Towels
- Napkins
- Spoons / Forks / Mugs
- Coffee Powder
- Salt & Pepper
- Disposable plates and cups
- Disposable plastic spoons, forks, knives
- Garbage Bags
- Dishwashing Liquid
- Liquid Hand Soap
- Snacks for the office
- Toilet Paper for Restrooms

## FIRST AID KIT

- Band Aid
- Pain reliever/ Tylenol
- Gauze Pads (4\*4 inch)
- Large Gauze Pads (8\*10 inch)
- Gauze Roller Bandage
- Triangular Bandage
- Moistened Towelettes
- Antiseptic Ointment
- Wound Cleaning Agent
- Scissors