



# Home Office Checklist

## The Office

- Office space
- Desk
- Chair
- File cabinet
- Bookcase
- Supply cabinet
- Electrical outlets
- Lighting
- Fresh air
- Heat/cooling
- File storage
- Tabletop space
- Supply storage
- Dust covers
- Disk storage
- Trash basket
- Recycling bins

## Technology

- Business telephone
- Business telephone line
- Desktop computer
- Portable computer
- Modem/board
- Modem telephone line
- Fax machine/board
- Fax telephone line
- Phone/fax/modem switch
- Laser printer
- Surge protector/battery

## Software

- Operating system
- Word processing
- Spreadsheet
- Communication
- Database
- Utility
- Contact manager
- Service directory
- Equipment manuals

## Work Items

- Reference materials
- Working files (paper)
- Working files (disk)
- Calculator
- Planner/calendar
- Telephone directory
- Calendar
- Work schedule
- To-do list
- Business cards
- Carrying case
- File folders
- Product guides
- Dictionary
- Thesaurus
- Presentation slides
- Tape recorder
- Copy machine
- Portable fan

## Supplies

- Writing utensils
- Writing paper
- Printer paper
- Envelopes
- Fax paper
- Mailing labels
- Stamps
- Printer toner
- Cellophane tape
- Paper clips
- Scissors
- Stapler/staples
- Note pad
- Disks and holder
- Rubber bands
- City directory
- Yellow pages
- In-box

## Support Contact #s

- HR: \_\_\_\_\_
- Safety: \_\_\_\_\_
- Tech: \_\_\_\_\_
- Comm: \_\_\_\_\_
- Supplies: \_\_\_\_\_
- Assets: \_\_\_\_\_
- Security: \_\_\_\_\_
- Mgr: \_\_\_\_\_

## Other Equipment Considerations:

How will equipment be serviced?

Where will safe backup copies be kept?

Are there surplus computers available?

Have you planned telephone options? (conferencing, call forwarding/waiting)

Do you need additional insurance?

## Miscellaneous

- Data security plan
- Safety checklist
- Smoke detector
- Fire extinguisher
- Flashlight
- Radio & batteries
- Zoning approval
- Evacuation plan
- Emergency #s
- Tech Support #s
- Office mail