Office Supplies Checklist

A category-by-category list of supplies to stock and reorder for a well-run office.

Stationery and Desk Supplies

- [ ] Restock pens, pencils, highlighters and permanent markers.
- [ ] Check printer and notebook paper, sticky notes and notepads.
- [ ] Refill staplers, staples, paper clips, binder clips and rubber bands.
- [ ] Stock tape, glue, scissors and a spare hole punch.
- [ ] Replenish folders, binders, dividers and document wallets.
- [ ] Check envelopes, stamps and shipping labels for outgoing mail.
- [ ] Top up whiteboard markers, erasers and flip-chart pads.

Printer and Tech Consumables

- [ ] Check ink and toner cartridges for every printer model in use.
  Keep at least one spare cartridge per active printer.
- [ ] Stock printer and copier paper in all sizes you use.
- [ ] Replenish labels, receipt rolls and specialty printing media.
- [ ] Check spare batteries for keyboards, mice and remotes.
- [ ] Keep cleaning wipes and air dusters for screens and equipment.

Kitchen and Breakroom

- [ ] Restock coffee, tea, sugar, sweetener and long-life milk.
- [ ] Check disposable cups, plates, cutlery and napkins.
- [ ] Replenish dishwasher tablets, dish soap and washing-up sponges.
- [ ] Stock paper towels and kitchen roll for the breakroom.
- [ ] Top up bottled water, filters or water-cooler supplies.
  Order replacement cooler bottles before the last one runs out.
- [ ] Check snacks, condiments and any team treats you provide.

Cleaning Supplies

- [ ] Restock surface cleaner, glass cleaner and disinfectant spray.
- [ ] Replenish bin bags in all sizes used around the office.
- [ ] Check hand soap, hand sanitizer and soap dispenser refills.
- [ ] Stock toilet paper, paper towels and bathroom hand towels.
- [ ] Keep cleaning cloths, sponges, gloves and a spare mop head.
- [ ] Top up air fresheners and antibacterial wipes for shared areas.

Tech Accessories

- [ ] Stock spare charging cables and USB-C and power adapters.
- [ ] Keep extra HDMI, display and network cables for meeting rooms.
- [ ] Check power strips, extension leads and surge protectors.

- [ ] Replenish USB drives, SD cards and external storage if used.
- [ ] Keep spare mice, keyboards and headsets for quick swaps.
  Hold at least one spare of each high-use peripheral.
- [ ] Stock webcam covers, laptop stands and other desk accessories.

First Aid and Safety

- [ ] Check first aid kit contents and replace anything used or expired.
- [ ] Restock plasters, bandages, antiseptic wipes and gloves.
- [ ] Replenish pain relief and any over-the-counter basics you stock.
- [ ] Check eye-wash, burn gel and any specialist first aid items.
- [ ] Confirm fire extinguishers, smoke alarms and emergency lighting are serviced.
  Log service dates rather than reordering these as consumables.
- [ ] Keep spare batteries for smoke detectors and emergency torches.