

Checklist for Setting Up an Office

1. List Everything Your Need for Your Business



- Desks
- Chairs
- Computers & Software
- Phones & Phone service
- Utilities & Internet
- Office Supplies
- Optional:
 - Security System
 - Insurance
 - Answering Service
 - Bank/Credit Card
 - Time Clock

2. Design Your Office Floor Plan

Desk layout

Reception area

Breakroom/kitchen

Conference room/s

Optional:

Lactation room

Exercise room

Dressing area



3. Find an Internet Provider

Provider name: _____

Installation date: _____

4. Set Up Your Communication Systems

Phones

Software

Call Tree



5. Buy Furniture & Equipment

Desks arrive: _____ Chairs arrive: _____

Computers arrive: _____ Filing/storage systems arrive: _____

Optional services:

Window washing

Landscape

Office plants

Cleaning

Snack or vending service