NEW EMPLOYEE WORKSPACE CHECKLIST

Name: _______________________________________________
Location of Workspace: __________________________________
Start Date: _____________________

Clean the area: Please use the appropriate cleaning material for item you are cleaning.
- Clean the desk and wipe down with disinfectant wipes.
- Clean out any drawers, shelves, cubbies or other personal space provided to them.
- Wipe down the phone.
- Wipe down keyboard, mouse, tower and printer.
- Wipe down headset.

Supplies: Check to ensure your new employee has the following supplies.
- Pens
- Pencils
- Highlighters
- Scissors
- Calendar
- Stapler
- Tape
- Thumb tacks
- Binder clips
- Paper clips
- Staple remover
- Desk drawer organizer
- Folders
- Files
- Note pads
- Business Cards
- Business card holder
- Hand sanitizer
- Tissues
- Trash can
- Chair
- Coat rack or hook
- Keys to desk
- Miscellaneous supplies
- Printer or access to printer
- Name Tag
- Name Plate
- Notepad
Other supplies or programs needed

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Notes

Supplies to order:
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Issues with workspace:
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