

## 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.

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|--|---|
| <input type="checkbox"/> Pens                  | <input type="checkbox"/> Note pads                    |
| <input type="checkbox"/> Pencils               | <input type="checkbox"/> Business Cards               |
| <input type="checkbox"/> Highlighters          | <input type="checkbox"/> Business card holder         |
| <input type="checkbox"/> Scissors              | <input type="checkbox"/> Hand sanitizer               |
| <input type="checkbox"/> Calendar              | <input type="checkbox"/> Tissues                      |
| <input type="checkbox"/> Stapler               | <input type="checkbox"/> Trash can                    |
| <input type="checkbox"/> Tape                  | <input type="checkbox"/> Chair                        |
| <input type="checkbox"/> Thumb tacks           | <input type="checkbox"/> Coat rack or hook            |
| <input type="checkbox"/> Binder clips          | <input type="checkbox"/> Keys to desk                 |
| <input type="checkbox"/> Paper clips           | <input type="checkbox"/> Miscellaneous supplies       |
| <input type="checkbox"/> Staple remover        | <input type="checkbox"/> Printer or access to printer |
| <input type="checkbox"/> Desk drawer organizer | <input type="checkbox"/> Name Tag                     |
| <input type="checkbox"/> Folders               | <input type="checkbox"/> Name Plate                   |
| <input type="checkbox"/> Files                 | <input type="checkbox"/> 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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