

The Ultimate Checklist to Set Up Your New Office



List of Office Equipment and Supplies

Evaluate how much equipment you'll need based on the size of your team and your sphere of work. Needless to say that a publishing house will have different appliances than a software firm. However, majority of companies have to purchase the following supplies:

- Furniture** (desks/chairs/tables, etc.)
- Office phones and a fax machine
- Computers and mobile phones (consider implementing a BYOD policy to cut down on costs associated with buying the equipment; however, don't forget about security)
- Software such as anti-virus and various applications needed to run your business
- Photocopier (a multi-purpose device is a good idea)
- A server will make your business run more efficiently (you could opt for the cloud, which is a cheaper and almost hassle-free alternative to in-house hardware)
- Whiteboard/projector is a must for better work organization and more powerful presentations
- Stationary (buy smart and in bulk)
- Shredder (don't forget that confidential documents should be destroyed after they have been used)
- A coffee machine will serve as a nice perk and boost your employees' productivity



My Own List

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An Example Checklist for Small Offices

The small office setup plan is a challenging task. With a bit more attention to detail, you can turn any small office into a functional and pleasant space. Pay attention to the following areas:

- Purchasing vs. renting or leasing equipment and services to save on costs and space
- Design a smart office layout and place teams as neighbors, with easy-to-reach files at hand
- Maximize the floor plan by examining the separate areas. Include a reception desk instead of a visitor room, meeting cubicles instead of meeting rooms and kitchen tables that can replace a conference room when available
- Remove oversized furniture and unnecessary IT equipment
- Maintain safety and security standards by choosing anatomical furniture, proper lighting and workstations, as well as adequate toilets and smart access control
- Don't forget about interior design. If the office is plant or animal-friendly, think of how will this will affect the productivity in a small space

You can cut down a long list for a small office setup by deciding what you can do by yourself and what's best left to professionals. Small businesses and startups have a lot in common—check out the startup checklist below for additional insight.

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Sample Checklist for Large Offices & Enterprises

In a large firm, there are many departments and many people—this calls for space to be organized in a smart and efficient way. Consider the following topics:

- Should there be a separate area for each department?
- Open space vs. private offices—what suits your business model more?
- Create meeting rooms for customers and partners
- Common areas, where employees can interact, such as a fully-fit kitchen or lounge with comfortable seats
- How will many people access all your spaces? The more complex the hierarchy is within your organization, the more layered access rights will be required for employees

- Accessible area for bike storage within the vicinity of your office
- How will you secure the space? Find a reliable access control supplier and make sure you get a scalable and flexible system that can be adjusted as your company grows or changes

My Own List

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