

## OSC Move-In Checklist

### Installation

- Movers

### Moving Materials

- Boxes
- Bubble Wrap
- Shrink Wrap
- Packing Tape
- Labels
- Box Cutter & Scissors

### Safety

- First Aid Kit
- Fire Safety Equipment

### Print Materials

- Name Plates
- Directional Signage
- Business Cards
- Envelopes

### Furnishings

- Blinds
- Lighting
- Chair Mats
- Clocks
- Key Control Boxes
- Mirrors, Wall Art & Frames
- Rugs

### Breakroom

- Coffeemaker
- Coffee & Tea
- Creamer, Sugar & Stirrers
- Water
- Snacks
- Plasticware
- Flatware
- Drinkware
- Napkins

### Janitorial

- Trash Cans
- Paper Towels
- Soaps & Sanitizers
- Cleaning Supplies
- Air Freshener
- Dish Soap & Sponges

### Miscellaneous

- Extension & Data Cords
- Batteries

### Promotional

- Employee Gifts
- New Hire Start-Up Kit

### Basic Office Supplies

- Markers (incl. Dry Erase)
- Pens & Pencils
- Highlighters
- Copy Paper
- Post-It Notes
- Notepads
- File Folders
- Binding & Clips
- Tack Board Accessories
- Staplers
- Tape & Tape Dispensers
- Desktop Organizers
- Calendars & Planners

### Business Machines

- Computers
- Printers
- Copiers
- Scanners & Fax Machines
- Toner, Ink & Ribbon
- Laminators
- Power & Back-up
- Shredders
- Telephones