

## STRUCTURAL ELEMENTS OF AN OFFICE

### FURNITURE:

- Desk
- Desk Chair
- Additional Chair(s) & Other Seating
- Filing Cabinet/Credenza
- Bookshelves
- Bulletin Board/Dry Erase Board
- Magazine Holder/Rack
- Fireproof Safe or File Cabinet

### FILE FOLDERS:

- 3 Tab Plain Folders
- Hanging File Folders
- Classification Folders\* (my favorite)

### PAPER: WHITE, 8 1/2" X 11"

- Lined, 3 Hole Punched
- Lined, No Holes
- Unlined, 3 Hole Punched
- Unlined, No Holes
- Unlined, No Holes – Colored
- Unlined, No Holes – Alternate Sizes

### OFFICE SUPPLIES:

- Desktop Blotter
- Calendar
- Letter Trays/Bins/In & Out baskets for sorting
- 3-Ring Binders
- Report Covers
- Pens/Pencils
- Markers/Sharpies/Highlighters
- Index Cards, in or out of and Index Card Holder

- Post-Its or some kind of scratch paper
- Staples
- Paper Clips
- Binder Clips
- Scotch/Cello tape
- Glue/Paste/Rubber Cement/Liquid Adhesive
- Corrective fluid/Liquid Paper
- Rubber Bands
- Push pins/Thumb tacks
- Ink (for fountain pens)
- Blank Media (CDs, DVDs, Floppy Disks)

### PRINTED MATERIAL:

- Books
- Magazines
- Newspapers
- Journals
- Catalogs
- Other Reference/Resource Materials

### PROPER LIGHTING:

- General Illumination
- Task

### EQUIPMENT:

- Shredder
- Computer
- Printer/MFC
- Software (Install Disks, etc.)
- Internet

**CABLES:**

- Ethernet
- USB
- FireWire
- Extension Cords
- Surge Protectors/Battery Back Up

**BLANK MEDIA:**

- CDs
- DVDs
- Floppy Disks
- Thumb Drives

**EXTERNAL HARD DRIVES:**

- Apple's "Time Machine"
- FireWire
- USB
- FireWire/USB Combo
- SATA
- NAS

**HANDHELD EQUIPMENT:**

- Three Hole Punch
- Two Hole Punch
- Stapler

- Stapler Remover
- Scissors
- Tape Dispenser
- Pens/Pencils in some sort of container
- Pencil Sharpener
- Ruler
- Letter Opener
- Paperclips/Binder Clips in container
- Calculator/Adding Machine
- Telephone/Headset
- PDA/Smart Phone/Mobile Phone
- Paperweight(s)
- Batteries (AA, AAA, C, D, 9 Volt, Etc.)
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The previous is a thorough but perhaps not comprehensive list of all the things that one might have in a home office.

Certainly, everyone need not have one of everything listed above.

Look around your office now. Use the above list as a guideline for things you would use but don't have, have and don't use (these you may release) and have and use. Check off each item that belongs in YOUR office.

Then use this list to determine where each item will live.