

# MEGA OFFICE REPLENISHMENT CHECKLIST



To keep everyday office supplies available without relying on emergency orders, workarounds, or staff bringing items from home.

## What to Check

- |  |   |
|--|---|
| <input type="checkbox"/> Sticky notes and page flags     | <input type="checkbox"/> Shared desk stationery |
| <input type="checkbox"/> Envelopes and mailing supplies  | <input type="checkbox"/> Copy paper levels      |
| <input type="checkbox"/> Cleaning and hygiene items      | <input type="checkbox"/> Printer ink or toner   |
| <input type="checkbox"/> Batteries and small consumables |   |
| <input type="checkbox"/> Whiteboard markers and erasers  |   |

## Common Gotchas

- Sticky notes and labels lose adhesion over time, especially in warm or humid areas
- Whiteboard markers dry out faster in shared spaces
- Bulk stock stored in cupboards hides shortages at desk level
- Ink cartridges kept too long can clog or fail
- Everyone assumes someone else is responsible for reordering

## Most-Used Items

These are the items most 5–25 staff offices consume consistently:

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Pens                     | BIC, Staedtler                |
| <input type="checkbox"/> Sticky notes & flags     | Post-it                       |
| <input type="checkbox"/> Copy paper               | Reflex, Double A              |
| <input type="checkbox"/> Printer consumables      | HP, Brother, Epson cartridges |
| <input type="checkbox"/> Whiteboard markers       | Artline, Staedtler            |
| <input type="checkbox"/> Labels                   | Avery                         |
| <input type="checkbox"/> Envelopes & folders      | Candida, Marbig, Esselte      |
| <input type="checkbox"/> Cleaning wipes & tissues | Tork, Kimberley Clark         |

These brands are widely used because they're familiar, predictable, and easy to replace.

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## Reorder Rhythm (Guide Only)

### Monthly

- Pens
- Copy paper (high-use offices)
- Whiteboard markers
- Cleaning wipes
- Tissues

### Every 3 Months

- Sticky notes and flags
- Labels
- Envelopes
- Batteries

## Mega tip:

If you're placing a rush order, that item probably belongs on the monthly check.