

42 Things in Your Home Office & Library

A Checklist to Get You Started

This list is a continuation of the series of 42 lists of furniture, fixtures and decorative items for household inventory purposes. Use this list to start a checklist for your household inventory (see our Emergency Planning Checklist).

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | 1. Office desk, work table | <input type="checkbox"/> | 22. TV, DVD/CD player, cable box, etc. |
| <input type="checkbox"/> | 2. Credenza | <input type="checkbox"/> | 23. Computer cables, USB cables, etc. |
| <input type="checkbox"/> | 3. Bookshelves, ledges, wall hooks | <input type="checkbox"/> | 24. Decorative knick-knacks |
| <input type="checkbox"/> | 4. Books, book ends | <input type="checkbox"/> | 25. Art work, photos and frames |
| <input type="checkbox"/> | 5. Office chair(s), stool | <input type="checkbox"/> | 26. Plants and decorative planters |
| <input type="checkbox"/> | 6. Guest chair(s), ottoman | <input type="checkbox"/> | 27. Ceiling fan, lamps – floor, table |
| <input type="checkbox"/> | 7. Sofa, chaise, bench | <input type="checkbox"/> | 28. Light bulbs and electrical cords |
| <input type="checkbox"/> | 8. Pillows, throws | <input type="checkbox"/> | 29. Draperies, rods, brackets |
| <input type="checkbox"/> | 9. Rugs, chair and floor mats | <input type="checkbox"/> | 30. Window blinds, shutters, shades |
| <input type="checkbox"/> | 10. End table(s), coffee table | <input type="checkbox"/> | 31. Office supplies (see add'l list) |
| <input type="checkbox"/> | 11. Filing cabinet(s) | <input type="checkbox"/> | 32. Paper supplies (see add'l list) |
| <input type="checkbox"/> | 12. Desktop hard drive and monitor | <input type="checkbox"/> | 33. Telephone, answering machine |
| <input type="checkbox"/> | 13. Laptop, tablet, tablet stand | <input type="checkbox"/> | 34. Calculator, label maker, desk fan |
| <input type="checkbox"/> | 14. Printer, copier, fax machine | <input type="checkbox"/> | 35. Important papers (see add'l list) |
| <input type="checkbox"/> | 15. Modem, router | <input type="checkbox"/> | 36. Magazines, holders, racks, baskets |
| <input type="checkbox"/> | 16. External hard drive | <input type="checkbox"/> | 37. Clocks and mirrors |
| <input type="checkbox"/> | 17. Mouse and keyboard | <input type="checkbox"/> | 38. Waste basket, paper shredder |
| <input type="checkbox"/> | 18. Computer speakers & webcam | <input type="checkbox"/> | 39. Storage bins, baskets, boxes |
| <input type="checkbox"/> | 19. Computer supplies | <input type="checkbox"/> | 40. Briefcase, messenger bag, totes |
| <input type="checkbox"/> | 20. Printer supplies | <input type="checkbox"/> | 41. Calendar, monthly planners |
| <input type="checkbox"/> | 21. Desk accessories: desk pad, name plate, desktop organizer, business card holder, in-and-out boxes | <input type="checkbox"/> | 42. Bulletin board, cork board, chalk board, white board, magnetic board, peg board plus things on those boards |

Tootles,



Tiffany and Carole