

# New Office Set Up Checklist

Use this checklist during the set-up phase of your business premises.



Note: This resource is a general guide only. Your needs may vary depending on your business, premises and other factors.

## Safety

- Are the building and workspace fire alarms fully functional?

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- Is there a security/burglar alarm with sensors at entry points?

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- Do all window latches shut firmly?

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- Have you checked all doors can be securely locked?

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- Is there a clear evacuation plan communicated to the team?

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- Have health and safety issues like trip hazards or exposed wiring been addressed?

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## Fit-out/Layout

- Have you established your fit-out budget?

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- Do you have full written consent before making internal alterations?

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- Material type and costs established?

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- Desk layout and type confirmed?

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- Heating and ventilation unit/s accounted for in the fit-out plan?

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- Meeting and reception areas worked into the office plan?

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- Multiple builder quotes?

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## Furniture

Staff desks

Reception desk

Hot/shared desks

Office chairs

Waiting area couches

Waiting area coffee table

Waiting area coat rack

Staff room couches

Staff room tables and chairs

Leaners/standing tables

Stools for leaners

Board/meeting room table

Board/meeting room chairs

Stationery cupboard

General side tables

Credenzas/rolling desk drawer units

Furniture 100% functional with no damage?

## Lighting

LED downlights

Standalone lamps

Natural lighting solutions

Lighting installed with eco bulbs?

Do downlights have clearance in the ceiling from insulation or other materials?

## Fittings

Light switches

Wall sockets

Cupboards and drawers

Locks

Doors

Door handles

Window latches

Tapware

All fittings securely installed?

## Bathroom

Toilets

Basins

Toilet cleaner

Toilet brush

Toilet paper and holder

Sanitary

Air freshener

Bathroom cleaner

Is there sufficient ventilation in bathrooms?

Has bathroom been serviced and checked by a certified plumber?

## Kitchen

- Microwave

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- Toaster

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- Sandwich press

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- Kettle

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- Blender

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- Hot water zip

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- Filtered water

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- Dishwasher

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- Fridge/freezer

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- Oven/Stovetop (if required)

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- Extractor fan

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- Dishwashing liquid, scourer, brushes

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- Dishrack

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- Utensils, plates and cookware

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- Glasses and mugs

## Shared building spaces

- Signage (exterior building)

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- Signage (foyer/elevators)

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- Clear directions to your workspace on floors shared with other businesses?

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- Staff and customer car parks clearly identified

## Utilities

Power provider and connection in place?

Internet service provider and live connection?

Local area network setup?

Ongoing tech support provider

Commercial cleaners

Courier service

Fixed phone line

Office printer/scanner

Indoor plants rental and maintenance service

Grocery delivery

## Need more help?

Looking for more information about setting up a new business? Check out [the full guide](#).