

REMOTE OFFICE INVENTORY

Home Workspace Maintenance Log

Date: _____

CATEGORY	ITEM DESCRIPTION	CURRENT QTY	MIN LEVEL	ACTION REQUIRED
Technology	Webcam Cover / Cleaning Kit		1	Reorder
Technology	Printer Ink (Black/Color)		1 Set	Reorder
Stationery	Legal Pads / Notebooks		2	Reorder
Stationery	Ballpoint Pens (Blue/Black)		5	Reorder
Filing	File Folders / Labels		1 Pack	Reorder
Mailing	Envelopes / Postage Stamps		10	Reorder
Ergonomics	Wrist Rest / Mouse Pad		1	Replace
Power	AA/AAA Batteries		4 Each	Reorder

CATEGORY	ITEM DESCRIPTION	CURRENT QTY	MIN LEVEL	ACTION REQUIRED
Cabling	Ethernet Cable / USB Hub		1	Inspect
Misc	Paper Clips / Staples		1 Box	Reorder