

Tote Bag Checklist

Objective: The following is a list of items that CEO's bring with them on organizing projects.

- ☐ Label maker
- ☐ Extra label tape and batteries
- ☐ Post-it notes
- ☐ Tape measure
- ☐ Latex gloves
- ☐ Respirator (mask)
- ☐ Box cutter
- ☐ Pen, pencil, highlighter, and Sharpie® marker
- ☐ Scissors
- ☐ Binder clips
- ☐ Super glue
- ☐ Shelf Pins
- ☐ Black 3 mil contractor bags/liners
- ☐ Clear donation bags
- ☐ Microfiber dusting cloth
- ☐ Ruler
- ☐ Mini Stapler
- ☐ Picture hangers
- ☐ Velcro
- ☐ Index cards
- ☐ Paper clips
- ☐ Rubber bands
- ☐ Zip ties
- ☐ File folders & inserts

- ☐ Removable labels (Avery 16460)
- ☐ Furniture sliders with floor pads
- ☐ Clipboard
- ☐ Step stool
- ☐ First aid kit
- ☐ Tool kit
- ☐ Square® Chip Card Reader

- ☐ Business cards
- ☐ Portfolio with MIO Client Forms
- ☐ "Today" cards
- ☐ Be Our Guest "B.O.G." cards
- ☐ Thank You cards

- ☐ Tissues or paper towels
- ☐ Ziploc® bags
- ☐ 3M™ Command™ strips & hangers
- ☐ Hand sanitizer
- ☐ Safety goggles
- ☐ Ikea® and The Container Store® catalogs
- ☐ Pepper spray
- ☐ Smartphone
- ☐ Bottled water

Expectations: CEO's: Use this list to check your supplies periodically to ensure that you do not run out of something while on a project.