1. Basic infrastructure checklist

Item	Status (✔ or ✘)	Notes
Electricity is operational (outlets, lighting)		
Heating, ventilation, and air conditioning (HVAC) working		
Plumbing functional (sinks, toilets, water supply)		
Windows and doors open/close properly		
Flooring is clean and undamaged		
Walls are painted and free of damage		
Adequate storage space (closets, cabinets)		
Parking facilities available (if applicable)		

2. Employee comfort checklist

Item	Status (✔ or ✗)	Notes
Ergonomic chairs and desks provided		
Break room/kitchen area available		
Refrigerator, microwave, and coffee maker installed		
Drinking water source (e.g., water cooler) operational		
Restrooms clean and stocked (soap, paper towels, etc.)		
Natural lighting or adjustable artificial lighting		
Quiet areas or meeting rooms for focus		
Plants or decor for ambiance (optional)		

3. Technology & equipment checklist

Item	Status (✔ or ✗)	Notes
High-speed internet/Wi-Fi operational		
Phone lines set up and tested		
Computers/laptops installed and configured		
Printers, scanners, and copiers functional		
Conference room AV equipment (projector, speakers) ready		
Power strips and extension cords available		
Software licenses activated (e.g., Office 365, CRM)		
Backup power supply (e.g., UPS) in place		