

# The Essential BREAKROOM CHECKLIST

The breakroom is not only a space for employees to heat up last night's leftovers or fill up their water bottles; it's also a place for them to relax and... well, take a break! Here's our list of what you should have in there for your employees to relax and enjoy their time away from their desk.

## Must Haves

- Refrigerator
- Microwave
- Toaster oven
- Water cooler
- Forks
- Knives
- Spoons
- Cold beverage cups
- Trash can
- Liners
- Trash bags
- Conference tables
- Guest chairs
- Napkins
- Paper towels



## Cleaning Supplies

- Sponges
- Scouring pads
- All purpose cleaner



## Coffee Corner

- Coffeemaker
- Hot beverage cups
- Sugar
- Artificial sweetener
- Milk
- Cream
- Half & half
- Stirrers



## Healthy Snacks

- Teas
- Granola bars
- Fresh fruit

