

BREAKROOM ESSENTIALS CHECKLIST

Running an office well can be considered an artform in and of itself. The breakroom is one of the most valued spaces in any work environment and having the right supplies available is key. We at ProfTech have compiled a checklist of essentials that are designed to bolster any workplace breakroom for maximum productivity!

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CUTLERY

Forks, knives, and other utensils are helpful to have on hand in case employees did not bring any from home or their takeout order did not come with any.



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FOOD AND BEVERAGES

Food and beverage options offer ways for employees to recharge throughout the workday. Proftech recommends balancing out these options to ensure variety for the workplace.



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DISPOSABLE TABLECLOTHS

For any office events and gatherings, disposable tablecloths are incredibly convenient. Disposable ones can add to the décor and are versatile for many different occasions.



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SANITIZER AND CLEANING PRODUCTS

To ensure cleanliness around the office, sanitization and cleaning products are a must for any breakroom. These products ensure that the work environment remains safe.



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MASKS

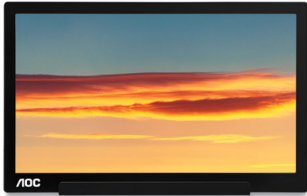
Masks have recently become a new essential for workspaces. Having supplies of masks on hand is a recommended tool to ensure the safety of your employees and peace of mind, as well.



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VIEWING SCREENS

When having meetings with clients globally or remotely, viewing screens can be a helpful tool within the breakroom. They are helpful for effective communication and coordination.



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CALENDARS

Calendars can be an easy yet helpful tool in tracking important events and deadlines. For both employees and supervisors. They keep everyone on task.



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ECO-FRIENDLY PRODUCTS

Sustainability is a growing trend in many workplace environments. Having eco-friendly products in the breakroom can go a long way towards reducing your carbon footprint. Sustainable products we recommend are paper straws, compostable cups, and environmentally conscious plates and bowls.



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LABELMAKERS

Labelling things in a breakroom can help employees keep track of objects from food to personal belongings. Never mix up sugar and salt again!



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USB PORTS

Almost every office uses electronics that can be charged via USB. Consider implementing USB ports. They are an effective tool in keeping workflow and productivity strong throughout the day.

