

Office Pantry Items Checklist

Fill in the monthly quantity and current stock, then tick what needs ordering.

Hot drinks

Item	Monthly qty	In stock	Order
Tea (bags or loose)			☐
Arabic / Turkish coffee			☐
Instant coffee			☐
3-in-1 sachets			☐
Hot chocolate			☐
Herbal tea			☐
Sugar			☐
Sweetener			☐
Milk or creamer			☐

Cold drinks

Item	Monthly qty	In stock	Order
Bottled water			☐
Juices			☐
Soft drinks			☐
Ice			☐

Snacks

Item	Monthly qty	In stock	Order
Biscuits			☐
Crisps			☐
Small cakes			☐
Dates			☐

Serving ware

Item	Monthly qty	In stock	Order
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Glass cups			☐
Paper cups			☐
Coffee cups (finjan)			☐
Teaspoons			☐
Serving trays			☐
Coffee pot (dallah / kanaka)			☐
Kettle			☐
Wooden stirrers			☐

Cleaning

Item	Monthly qty	In stock	Order
Dish soap			☐
Sponges and cloths			☐
Tissues			☐
Bin bags			☐
Surface sanitiser			☐
Air freshener			☐

Appliances (one-off)

Item	Monthly qty	In stock	Order
Fridge			☐
Coffee machine			☐
Microwave			☐
Water heater / dispenser			☐