

Toolkit Checklist

Self Care

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|--|--------------------------------------|
| <input type="checkbox"/> Food & Water | <input type="checkbox"/> Dust mask |
| <input type="checkbox"/> First Aid kit | <input type="checkbox"/> Step ladder |

Admin

- | | |
|---|---|
| <input type="checkbox"/> Diary | <input type="checkbox"/> Invoicing facility |
| <input type="checkbox"/> Camera | <input type="checkbox"/> Payment facility |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Notepad & pen |
| <input type="checkbox"/> Graph paper | <input type="checkbox"/> Measuring tape |
| <input type="checkbox"/> Ruler | |

Hands on

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|---|---------------------------------------|
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Filing tabs | <input type="checkbox"/> Ziplock bags |
| <input type="checkbox"/> Folding trolley | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Label maker | <input type="checkbox"/> Label tape |
| <input type="checkbox"/> Shelf support pins | <input type="checkbox"/> Screwdriver |
| <input type="checkbox"/> Packing tape | <input type="checkbox"/> Hammer |
| <input type="checkbox"/> Post it notes | <input type="checkbox"/> Sorting tubs |
| <input type="checkbox"/> Furniture sliders | <input type="checkbox"/> Garbage bags |
| <input type="checkbox"/> Folding table (optional) | |