

# Everything you need to run your community.

Managing your community is an around-the-clock job - from recruiting new residents or tenants to keeping everything up to code, there is always something that needs attention.

Through your organization, you have access to a customized program with Staples Business. This program includes discounted pricing for highly used items at your multifamily communities and commercial real estate locations, and dedicated support from Staples Business experts.

Your Staples Business team is here to help you save time and money as you tackle each and every task in areas such as:

- **Lobby and Common Areas**
- **Community Compliance and Safety**
- **Community Communications**
- **Leasing Office**

## We can help with much more than office supplies.

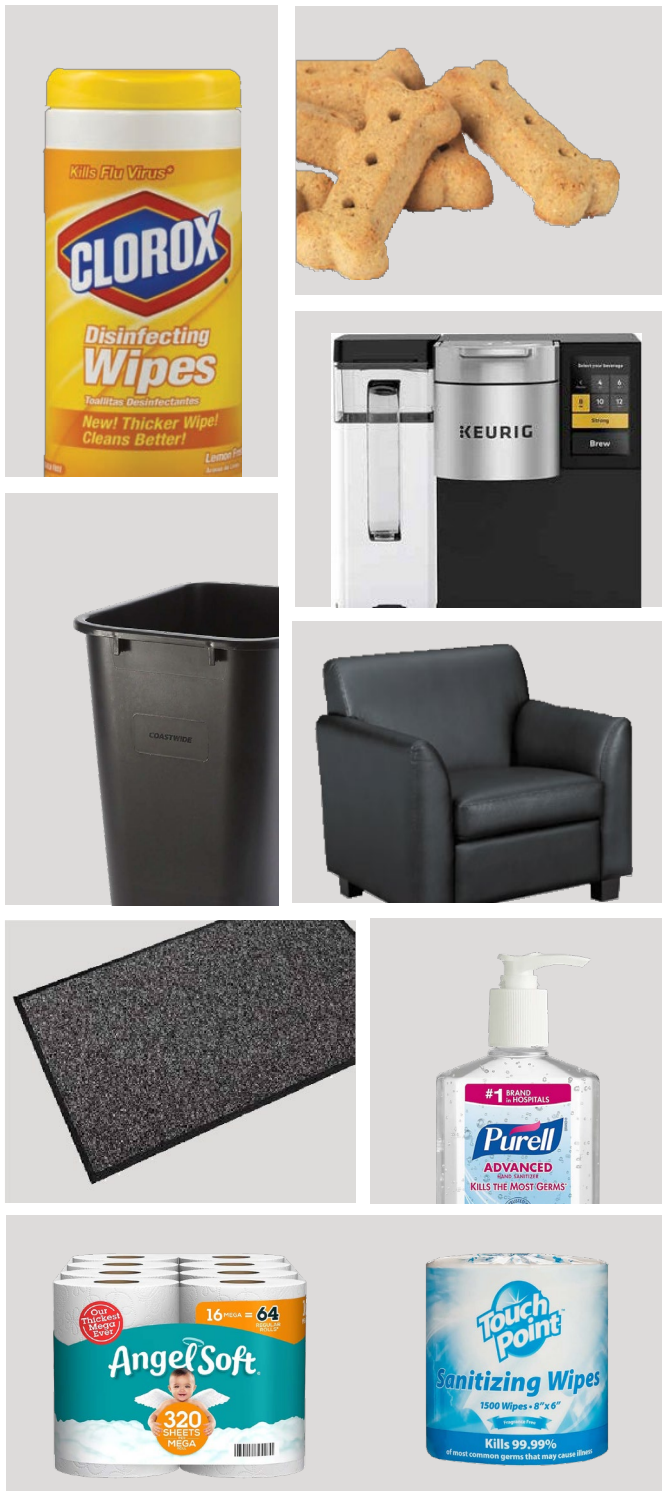
Find all of this and much more on StaplesBusiness.com or through the Staples catalog on your procurement purchasing platform. Need to set up an account? Visit the StaplesBusiness page on OmniaPartners.com.



**Staples Business Customer Service**  
877-826-7755 (8 am to 8 pm ET)  
[OmniaSupport@StaplesAdvantage.com](mailto:OmniaSupport@StaplesAdvantage.com)



# Lobby and Common Areas: Partial Checklist



## Lobby

- Attractive, durable furniture for your common areas, function rooms, etc.
- Acrylic sign holders for signs and announcements
- Dog treats for your 4-legged residents
- Artificial trees, plants and artwork for public areas
- Boards, easels and dry-erase supplies for your office and community rooms
- Floor matting for your entrances
- Coffee, tea, K-Cups, water, snacks
- Candy and mints
- Tissues and hand sanitizer

## Common Areas

- Wastebaskets and can liners
- Disinfectant cleaners and wipes for light cleaning of the office and lobby areas and fitness center
- Air fresheners and odor-control solutions for rest rooms, gyms and vacant residences
- Hand soap and hand sanitizers
- Paper towels, tissues and gym wipes
- Waste bags for pet relief area

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# Community Communications: Partial Checklist



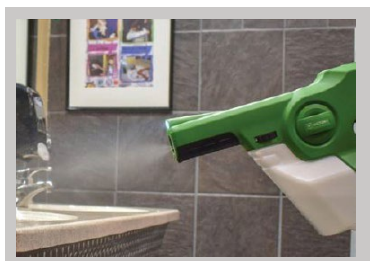
- Cameras to take high-quality images of your community, available rentals and special events
- Literature and leaflet racks to display your community brochures, etc.
- Greeting cards to stay in touch with your prospective and current residents
- Custom print solutions for flyers, notices, etc.
- Custom signage and other printing
- Custom promotional banners and flags to invite prospective residents to view your community



Shop [StaplesBusiness.com](https://www.staplesbusiness.com) or the Staples Business catalog on your procurement system.

Contact your Account Manager to assist with custom print needs.

# Lobby and Common Areas: Partial Checklist



- Batteries for smoke alarms
- Light bulbs for all your indoor and outdoor fixtures
- Cleaning tools including mops, brooms and vacuums
- Personal protection equipment – ear protection, gloves, footwear, masks
- Ice melt
- Key cabinets
- Floor mats for lobbies, public areas, etc.
- Signs for parking, pools, rest rooms, etc.
- First aid kits and supplies
- Extension and power cords
- Dollies and carts for moving appliances, abandoned furniture, etc.
- Ladders and step ladders
- Locks
- Shelving and storage items
- Fire extinguishers, smoke detectors
- Outdoor trash liners, doggie waste bags and stations
- Traffic cones and signage
- Safety vests
- Disinfection services
- Furniture clean, protect and repair services

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# Lobby and Common Areas: Partial Checklist



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## Commercial Furniture

- Desks
- Bookcases
- Chairs and chairmats
- File cabinets
- Frames for artwork, certificates, etc.

## Technology

- Mice, keyboards and speakers
- Laptops and computers
- Tablets and accessories
- Shredders
- Telephones and headsets
- Ink and toner
- All-in-one printer/scanners
- Label makers and tape for your resident files

## Security and A/V Equipment

- Security cameras and systems
- Televisions and monitors
- P/A equipment
- Safes and cash handling supplies

## Pack & Ship Supplies

- Bubble wrap
- Boxes and mailers
- Tape and other adhesives