

# Warehouse Layout Checklist

## Assemble Your Team

- Current managers or employees
- Inventory control and tracking specialists
- Packaging and shipping agents
- Equipment and maintenance technicians
- Facility maintenance techs
- IT and WMS managers

## Building Requirements

- Concrete slab
  - Thickness
  - PSI rating
  - Post-Tension Slab
- Roof structure
- Fire sprinklers

## Brainstorm Ideas

- Warehouse strategy
- Operational data
- Building requirements
- Create a "brainstorm list"
- Determine growth quotient

## Create a Layout Plan

- Physically measure the building
- Including floor space
  - Roof height (high and low points)

- Identify Potential Obstructions
- Building columns
  - HVAC ducts and equipment
  - Fans and blowers
  - Fire alarms and smoke detectors
  - Electrical panels and transformers

## Plan Your Workspaces

- Receiving and shipping areas

- Inventory storage
- Production and work areas
- Equipment maintenance and repair area
- Ergonomics

## Warehouse Equipment

### Storage equipment

- Pallet racking system
- Cantilever racks
- Hoppers
- Shelving
- Bins, boxes, and baskets

### Material Handling Equipment

- Pallet jacks
- Rolling ladders
- Forklifts
- Carts
- Dollies
- Conveyors
- Lift equipment
- Two-wheelers

### Packing and Shipping Equipment

- Worktables
- Work Benches
- Scales
- Stretch Wrapper
- Banding machine

## Test Your Warehouse Layout

- Tape off the floor for essential areas
- Walk the space (check clearances and flow)
- Double check safety requirements
- Make changes as needed and retest