



## Warehouse Optimization Checklist

### 1. Racking Systems

- ☐ Pallet rack uprights and beams appear undamaged and upright.
- ☐ Beams are securely seated, with safety pins visibly in place.
- ☐ Wire decking or pallet supports are in use where needed.
- ☐ The load signage is present and positioned clearly on racking.
- ☐ No obvious signs of overloading or product extending past the edges.



*Have damaged rack? Our team offers professional rack inspections and compliance checks.*

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### 2. Layout & Space Utilization

- ☐ Aisles are clear and wide enough for forklifts and equipment to maneuver safely.
- ☐ Vertical space is used efficiently (extra shelf levels or taller uprights considered).
- ☐ Deadstock or low-turn inventory has been relocated or flagged.
- ☐ High-turn SKUs are positioned near shipping/staging areas.
- ☐ Potential areas for layout reconfiguration have been noted for review.

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### 3. Safety & Organization

- ☐ Emergency exits and equipment (fire extinguishers, first-aid kits) are visible and accessible.
- ☐ Floor markings and safety signs are clean, visible, and not worn out.
- ☐ Deadstock or low-turn inventory has been relocated or flagged.
- ☐ PPE stations are stocked and easy to access.
- ☐ Warehouse tools (ladders, pallet jacks, etc.) are stored in designated areas.
- ☐ No Loose items or clutter in walking or forklift paths.



*Tip: Consider adding end of aisle rack protection or upright guards in high-traffic areas.*

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### 4. Equipment & Tools

- ☐ Forklifts and material handling equipment are operating smoothly.
- ☐ Equipment has a routine maintenance plan in place.
- ☐ Any equipment nearing replacement or requiring repair is listed for management.

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### 5. Operational Planning

- ☐ Inventory levels and storage capacity are aligned with volume projections.
- ☐ Staffing needs and training requirements have been reviewed.
- ☐ Staging areas are clearly defined and not overcrowded.
- ☐ All vendor & Pallet Rack Systems contacts are current for fast reorders or expansion needs.

**Routine inspections improve safety and can lower insurance costs.**

**Call to schedule your full warehouse rack inspection today!**