

# Daily Warehouse Walkthrough Inspection Checklist

## Safety & Hazards

Focuses on identifying and addressing immediate safety concerns within the warehouse.

**Are there any visible hazards present (e.g., spills, obstructions)?**

- Yes - Spill
- Yes - Obstruction
- Yes - Trip Hazard
- Yes - Other (Specify in LONG\_TEXT)
- No

**If 'Yes' was selected above, please describe the hazard(s) in detail.**

Write something...

**Ambient Temperature (Celsius/Fahrenheit - specify in LONG\_TEXT)**

Enter a number...

**Note any unusual smells or signs of potential fire hazards.**

Write something...

**Are fire extinguishers easily accessible and appear to be in good working order?**

- Yes
- No - Blocked
- No - Appears damaged

**PPE Compliance - Observed any issues with employee use of appropriate PPE (e.g., hard hats, safety shoes)?**

- No issues observed
- Missing Hard Hats
- Incorrect Footwear
- No Gloves
- Other (Specify in LONG\_TEXT)

**Any additional safety concerns or observations?**

Write something...

## Dock Area & Receiving

Covers loading docks, receiving areas, and the condition of equipment used for inbound shipments.

**Dock Door Condition (Scale 1-5, 1=Poor, 5=Excellent)**

Enter a number...

### **Dock Leveler Functionality**

- Functional
- Needs Repair
- Out of Service

### **Receiving Area Issues?**

- Overcrowding
- Damage to Goods
- Incorrect Palletizing
- Lack of Space
- None

### **Notes on Pallet Condition (Quality, Damage)**

Write something...

### **Temperature of Receiving Area (if applicable)**

Enter a number...

### **Number of Damaged Pallets Received**

Write something...

## **Storage Racking & Layout**

Assesses the integrity and organization of storage racking, pathways, and overall layout.

### **Racking Condition - Visual Inspection**

- No Damage Observed
- Minor Scratches/Wear
- Bent Uprights
- Missing Hardware (bolts, clips)
- Damaged Beams
- Significant Rust/Corrosion

### **Rack Spacing - Minimum Clearance (inches)**

Enter a number...

### **Aisle Markings & Visibility**

- Clearly Marked and Visible
- Faded or Obscured
- Missing or Damaged

### **Load Distribution**

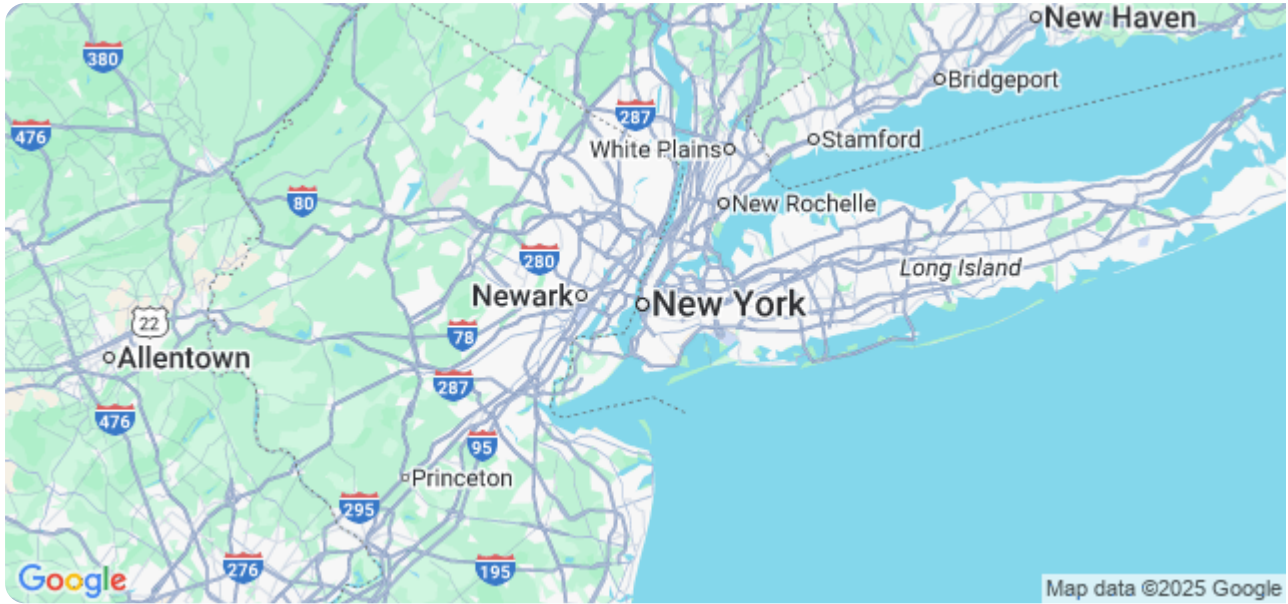
- Consistent and Even
- Uneven Distribution
- Overloaded Racks (Possible)
- Under-Utilized Space

### **Notes on Rack Stability (if applicable)**

Write something...

## Location of any rack damage or issues identified.

[📍 Set My Current Location](#)



## Equipment & Machinery

Evaluates the operational status and safety of warehouse equipment (forklifts, conveyors, etc.).

### Forklift Fuel/Battery Level (Percentage)

Enter a number...

### Forklift Tire Condition

- Good
- Fair
- Poor - Requires Repair
- Flat

### Conveyor Belt Condition

- Operating Normally
- Minor Debris
- Slippage
- Malfunction - Not Operational

### Notes on Equipment Malfunctions/Issues

Write something...

### Pallet Jack Condition

- Good
- Fair
- Poor - Requires Repair

### Hour Meter Reading (e.g., Forklift)

Enter a number...

## Cleanliness & Housekeeping

Addresses overall cleanliness, debris, and potential slip/trip hazards.

### Are aisles clear of obstructions?

- Yes, completely clear
- Mostly clear, minor obstructions
- Significant obstructions present

**Is debris (packaging, pallets, etc.) present on the floor?**

- No debris
- Minor debris
- Moderate debris
- Significant debris

**Estimate of debris volume (cubic feet):**

Enter a number...

**Note any spills or leaks (if any):**

Write something...

**Are restroom facilities clean and stocked?**

- Yes
- No

**Describe any unusual odors detected:**

Write something...

## Security & Access Control

Checks for any breaches in security and ensures access control measures are functional.

**Are all exterior doors and loading bay doors secured?**

- Yes
- No
- N/A

**Are perimeter fences/gates in good repair?**

- Yes
- No
- N/A

**Are security cameras operational and recording?**

- Yes
- No
- N/A

**Are access control systems (key cards, codes) functioning correctly?**

- Yes
- No
- N/A

**Any suspicious activity observed? If so, describe.**

Write something...

**Number of unauthorized persons observed.**

Enter a number...

## **Environmental Control (if applicable)**

Specifically for warehouses needing temperature or humidity control; assesses functionality and compliance.

**Temperature (degrees Fahrenheit)**

Enter a number...

**Relative Humidity (%)**

Enter a number...

**Cooling/Heating System Power Consumption (kWh)**

Enter a number...

**HVAC Unit Status**

- Operating Normally
- Warning Light Active
- Malfunctioning
- Off

## Notes on Environmental Conditions/Equipment Performance

Write something...

## Dehumidifier Status (if applicable)

- Operating Normally
- Warning Light Active
- Malfunctioning
- Off

## Last Maintenance Date (HVAC/Environmental)

Enter date...