



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...