ChecklistGuro

Warehouse Layout Optimization Review Checklist

Initial Assessment & Data Gathering

This section focuses on establishing a baseline understanding of the current warehouse operations and gathering data for analysis. It covers current state documentation and identifying key performance indicators (KPIs).

Date of Last Layout Review

Enter date...

Current Warehouse Square Footage (sq ft)

Enter a number...

Brief Description of Current Warehouse Operations

Write something...

Average Daily Orders Processed

Enter a number...

Current Warehouse Management System (WMS) Used (if any)

- [ ] None
- [ ] SAP
- [ ] Oracle WMS
- [ ] Manhattan Associates
- [ ] JDA/Blue Yonder
- [ ] Other - Specify in LONG_TEXT

Existing Warehouse Layout Map (if available)

Upload File

Number of Full-Time Warehouse Employees

Enter a number...

Summary of Key Operational Challenges (e.g., bottlenecks, safety concerns)

Write something...

Receiving & Putaway Optimization

Evaluates the efficiency of the receiving process, storage location assignment, and putaway procedures. Focuses on minimizing handling and maximizing throughput.

Average Receiving Lead Time (Days)

Enter a number...

Receiving Dock Capacity (Pallets/Hour)

Enter a number...

Receiving Dock Scheduling System?

- [ ] Yes
- [ ] No
- [ ] Partial (Some Carriers)

Receiving Damage Causes?

- [ ] Forklift Damage
- [ ] Improper Packaging
- [ ] Poor Dock Lighting
- [ ] Employee Error
- [ ] Other

Putaway Method?

- [ ] Random
- [ ] Directed
- [ ] Zone-Based

Describe the current process for assigning storage locations during putaway.

Write something...

Percentage of Items Requiring Special Handling During Putaway

Enter a number...

Storage Layout & Slotting

Reviews the organization of storage areas, including rack layout, aisle widths, and the allocation of products to specific locations (slotting). Considers product velocity and dimensions.

Average Travel Distance per Pick (meters)

Enter a number...

Slotting Strategy (e.g., Velocity-Based, Random, ABC)

- [ ] Velocity-Based
- [ ] Random
- [ ] ABC Analysis
- [ ] Cube-Based
- [ ] Other (Specify)

Description of Current Slotting Rules & Criteria

Write something...

Factors Considered in Slotting Decisions (select all that apply)

- [ ] Product Velocity
- [ ] Product Size/Dimensions
- [ ] Product Weight
- [ ] Product Compatibility
- [ ] Product Storage Requirements (Temperature, Humidity)
- [ ] Pick Frequency
- [ ] Ease of Access

Percentage of Products in Ideal Slot Locations

Enter a number...

Describe any issues related to product accessibility or congestion in storage areas

Write something...

Type of Racking System Used

- [ ] Pallet Racking
- [ ] Selective Racking
- [ ] Drive-In Racking
- [ ] Flow Racking
- [ ] Mezzanine
- [ ] Other (Specify)

Aisle Width (meters)

Enter a number...

Picking & Packing Optimization

Analyzes the process of retrieving items from storage for order fulfillment and packaging for shipment. Focuses on minimizing travel distance and improving accuracy.

Average Picking Distance (meters)

Enter a number...

Average Order Size (number of items)

Enter a number...

Picking Method Used

- [ ] Zone Picking
- [ ] Batch Picking
- [ ] Wave Picking
- [ ] Discrete Picking

Order Picking Equipment Used

- [ ] Pick to Light
- [ ] Pick to Voice
- [ ] RF Scanners
- [ ] Manual Picking

Description of Current Packing Process

Write something...

Average Packing Time per Order (minutes)

Enter a number...

Packing Material Type

- [ ] Cardboard Boxes
- [ ] Poly Bags
- [ ] Envelopes
- [ ] Custom Packaging

Observed Bottlenecks in Picking/Packing

Write something...

Shipping & Staging

Reviews the outbound process, including staging areas, loading docks, and shipment consolidation. Aims to reduce bottlenecks and improve on-time delivery.

Number of Loading Docks

Enter a number...

Average Dock Utilization Rate (%)

Enter a number...

Staging Area Layout (e.g., FIFO, LIFO, Random)

- [ ] FIFO (First-In, First-Out)
- [ ] LIFO (Last-In, First-Out)
- [ ] Random

Average Staging Time (minutes)

Enter a number...

Description of Current Shipping Process

Write something...

Type of Shipping Carrier(s) Used

- [ ] UPS
- [ ] FedEx
- [ ] USPS
- [ ] LTL (Less-than-Truckload)
- [ ] Private Fleet

Location of Staging Area

Set My Current Location

Observed Bottlenecks or Issues in Shipping/Staging

Write something...

Material Flow & Congestion Points

Focuses on the movement of goods throughout the warehouse, identifying and resolving bottlenecks, and improving overall flow.

Identify Primary Material Flow Paths

Set My Current Location

Describe Observed Congestion Points

Write something...

Average Travel Distance per Pick (Estimate)

Enter a number...

Types of Material Handling Equipment Used (Select all that apply)

- [ ] Forklift
- [ ] Pallet Jack
- [ ] AGV
- [ ] Conveyor System
- [ ] Manual Cart

Document Any Bottlenecks Related to Inbound/Outbound Flow

Write something...

Peak Hour Processing Time (in minutes)

Enter a number...

Type of Material Flow Most Frequently Bottlenecked

- [ ] Receiving
- [ ] Storage
- [ ] Picking
- [ ] Packing
- [ ] Shipping

Date of Last Material Flow Observation

Enter date...

Safety & Ergonomics

Assesses the warehouse layout's impact on worker safety, minimizing risks, and improving ergonomic conditions to reduce injuries and increase productivity.

Adequate Aisle Width (Feet)

Enter a number...

Minimum Safe Distance Between Racks (Feet)

Enter a number...

Floor Surface Condition (Slip Resistance)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Potential Ergonomic Hazards Observed (Check all that apply)

- [ ] Repetitive Lifting
- [ ] Awkward Postures
- [ ] Excessive Reaching
- [ ] Prolonged Standing
- [ ] Poor Lighting
- [ ] None Observed

Detailed Description of Any Safety Concerns

Write something...

Emergency Exit Visibility and Accessibility

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Supporting Photos/Videos of Safety Concerns

Upload File

Space Utilization & Density

Evaluates how efficiently warehouse space is being used, exploring options to increase storage density without compromising accessibility or safety.

Current Vertical Space Utilization (%)

Enter a number...

Average Aisle Width (feet)

Enter a number...

Racking Type(s) Currently Used

- [ ] Pallet Racking
- [ ] Shelving
- [ ] Mezzanine
- [ ] Drive-In
- [ ] Flow Racking
- [ ] Other

Potential Space-Saving Strategies Considered

- [ ] Narrower Aisle Widths
- [ ] Higher Racking
- [ ] Mezzanine Levels
- [ ] Automated Storage & Retrieval Systems (AS/RS)
- [ ] Mobile Racking
- [ ] Vertical Lift Modules (VLMs)
- [ ] Other

Describe current challenges related to space utilization

Write something...

Potential Increase in Storage Density (%), with proposed changes

Enter a number...

Upload a current warehouse layout diagram

Upload File

Type of Storage Primarily Used for Fast-Moving Items

- [ ] Pallet Racking
- [ ] Shelving
- [ ] Flow Racking
- [ ] Pick Modules
- [ ] Other

Technology Integration

Reviews the integration of warehouse management systems (WMS), automated guided vehicles (AGVs), and other technologies to optimize layout and processes.

Current WMS Version

Enter a number...

Describe Current WMS Functionality & Integration Points

Write something...

AGV/Automation Currently in Use?

- [ ] Yes
- [ ] No
- [ ] Planned

Existing Warehouse Layout Maps/CAD Drawings

Upload File

Which technologies are considered for future implementation?

- [ ] Automated Storage and Retrieval System (AS/RS)
- [ ] Warehouse Control System (WCS)
- [ ] Radio Frequency Identification (RFID)
- [ ] Voice Picking
- [ ] Robotics (e.g., Palletizing, Sorting)
- [ ] None

Describe current integration between WMS and other systems (ERP, TMS)

Write something...

Number of RFID readers currently deployed (if any)

Enter a number...

Is data analytics currently used to optimize warehouse layout?

- [ ] Yes
- [ ] No
- [ ] Planning to implement

Future-Proofing & Scalability

Considers potential future growth and changes in demand, ensuring the layout can adapt and scale to meet evolving needs.

Projected Annual Growth Rate (Units/SKUs)

Enter a number...

Current Warehouse Capacity Utilization (%)

Enter a number...

Anticipated Peak Season Volume Increase (%)

Enter a number...

Describe planned product line expansions (new SKUs)

Write something...

Potential for automation (AGVs, conveyors)?

- [ ] No planned automation
- [ ] Limited automation (specific areas)
- [ ] Significant automation planned

Potential future changes to business model (select all that apply)

- [ ] Increased e-commerce fulfillment
- [ ] Expanded B2B distribution
- [ ] Shift in product mix (higher/lower volume)
- [ ] New Geographic Markets
- [ ] No significant changes anticipated

Date of next major business plan review (impacts warehouse strategy)

Enter date...

Potential locations for expansion if current warehouse is insufficient.

Write something...