



Warehousing Capacity Planning Checklist

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Demand Forecasting & Projections

Assess current and future demand to understand storage needs. This includes analyzing historical data, seasonality, and projected growth.

Average Daily Order Volume (Current)

Enter a number...

Projected Order Volume Growth Rate (Annual, %)

Enter a number...



Start Date for Demand Forecast

Enter date...

End Date for Demand Forecast

Enter date...

Describe Key Factors Influencing Demand (e.g., seasonality, promotions, market trends)

Write something...

Peak Season Order Volume Multiplier (Compared to average)

Enter a number...

Upload Historical Sales Data (CSV/Excel)

 Upload File

Primary Forecasting Method Used

- ☐ Historical Data Analysis
- ☐ Market Research
- ☐ Statistical Modeling
- ☐ Expert Opinion

Current Warehouse Assessment

Evaluate current warehouse space utilization, storage methods, and operational efficiency. Identify bottlenecks and inefficiencies.

Total Usable Square Footage (sq ft)

Enter a number...

Current Storage Utilization (%)

Enter a number...

Description of Current Storage Methods (Racking, Pallet Stacking, etc.)

Write something...

Number of Pallet Locations

Enter a number...

Number of Bulk Storage Locations

Current Challenges/Bottlenecks (Select all that apply)

- ☐ Insufficient Space
- ☐ Inefficient Layout
- ☐ Poor Slotting
- ☐ Lack of Automation
- ☐ Labor Constraints
- ☐ Other (Specify in Long Text)

Detailed observations/notes on current warehouse layout and operations.

Warehouse Layout Diagram/Map (if available)

 Upload File

Storage Requirements Analysis

Determine the specific storage needs based on product characteristics (size, weight, fragility, temperature requirements, etc.) and order profiles.

Average Unit Size (LxWxH in inches)

Average Unit Weight (lbs)

Enter a number...

Average Pallet Size (LxWxH in inches)

Enter a number...

Average Pallet Weight (lbs)

Enter a number...

Storage Type Required (e.g., Temperature Controlled, Dry)

- ☐ Temperature Controlled
- ☐ Dry
- ☐ Humidity Controlled
- ☐ General Storage

Special Handling Requirements

- ☐ Fragile
- ☐ Hazardous Materials
- ☐ Perishable
- ☐ Requires Rack Protection
- ☐ No Stacking

Notes on specific product or category storage requirements

Write something...

Units/Pallets per SKU (Estimated)

Enter a number...

Space Optimization & Utilization

Explore opportunities to maximize existing warehouse space through improved layout, racking, automation, and storage techniques.

Current Utilization Rate (%)

Enter a number...

Detailed Description of Current Storage Methods (e.g., Pallet racking, flow rack, shelving)

Write something...

Which racking/storage system modifications are being considered?

- ☐ Increased Pallet Racking Height
- ☐ Introduction of Flow Rack
- ☐ Implementation of Mezzanine Levels
- ☐ Use of Narrow Aisle Racking
- ☐ Vertical Lift Modules (VLM)
- ☐ None - Current layout sufficient

Potential Space Gain (sq ft) from Layout Optimization

Enter a number...

Priority for Vertical Space Utilization?

- ☐ High - Maximizing vertical space is critical
- ☐ Medium - Vertical space is important, but with limitations
- ☐ Low - Prioritizing other optimization methods

Specific Constraints/Limitations to Space Optimization (e.g., structural limitations, safety regulations)

Write something...

Current Warehouse Layout Diagram (for reference)

 Upload File

Future Growth & Scalability

Plan for future growth and expansion needs, considering potential increases in volume, product lines, and order complexity.

Projected Annual Growth Rate (Volume)

Enter a number...

Expected Increase in SKU Count (Next 3 Years)

Enter a number...

Describe Potential New Product Lines & Their Storage Requirements

Write something...

Estimated Date of Next Major Capacity Review

Enter date...

Forecasted Peak Season Volume Increase (%)

Enter a number...

Potential Expansion Strategies

- ☐ Expand Existing Facility
- ☐ Lease Additional Space
- ☐ Build New Facility
- ☐ Outsource to 3PL

Required Additional Pallet Positions (Estimate)

Enter a number...

Describe any anticipated changes in product size or packaging

Write something...

Risk Assessment & Contingency Planning

Identify potential risks (e.g., disruptions to supply chain, unexpected demand spikes) and develop contingency plans to ensure capacity is available.

Maximum Acceptable Stockout Duration (Days)

Enter a number...

Describe potential supply chain disruptions that could impact warehouse capacity.

Write something...

Identify potential risks affecting capacity (select all that apply)

- ☐ Sudden Demand Spike
- ☐ Supplier Delays
- ☐ Equipment Failure (e.g., racking, conveyors)
- ☐ Labor Shortage
- ☐ Natural Disaster
- ☐ Unexpected Returns Volume
- ☐ Transportation Issues

Estimated Lead Time for Temporary Storage Solutions (Days)

Enter a number...

Date of Last Risk Assessment Review

Enter date...

Outline contingency plan for a major equipment failure (e.g., primary racking collapse)

Write something...

Primary Contingency Storage Option (if needed)

- ☐ Leased Space
- ☐ Partner Warehouse
- ☐ Temporary Structure
- ☐ No Contingency Required

Technology & Automation

Evaluate the potential of warehouse management systems (WMS), automated storage and retrieval systems (AS/RS), and other technologies to improve capacity utilization and efficiency.

Current WMS in Use?

- ☐ None
- ☐ Basic WMS
- ☐ Advanced WMS
- ☐ Custom WMS

Current Warehouse Density (CBM/sqm)

Enter a number...

Potential Automation Technologies to Investigate

- ☐ Automated Guided Vehicles (AGVs)
- ☐ Automated Storage and Retrieval Systems (AS/RS)
- ☐ Robotics (Picking, Packing)
- ☐ Conveyor Systems
- ☐ Warehouse Control System (WCS)
- ☐ Voice Picking

Initial Assessment of Potential ROI for Automation

Write something...

Estimated Automation Investment Budget (USD)

Enter a number...

Target Date for Automation Implementation (if applicable)

Enter date...

Cost Analysis & Budgeting

Analyze the costs associated with different capacity planning options, including construction, leasing, automation, and labor. Develop a budget for capacity upgrades.

Estimated Cost of New Warehouse Construction (if applicable)

Estimated Cost of Warehouse Lease Expansion (if applicable)

Cost of New Racking Systems

Cost of Warehouse Management System (WMS) Implementation (if applicable)

Estimated Annual Labor Costs (Current & Projected)

Cost of Automation Equipment (e.g., conveyors, sorters)

Enter a number...

Utility Costs (Current & Projected)

Enter a number...

Assumptions Underlying Cost Estimates

Write something...

Location & Layout Considerations

Evaluate the suitability of warehouse location for accessibility, transportation costs, and labor availability. Optimize the internal layout for efficient flow.

Current Dock Door Count

Enter a number...

Desired Dock Door Count (Future)

Enter a number...

Proximity to Major Transportation Routes

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Description of Current Warehouse Layout

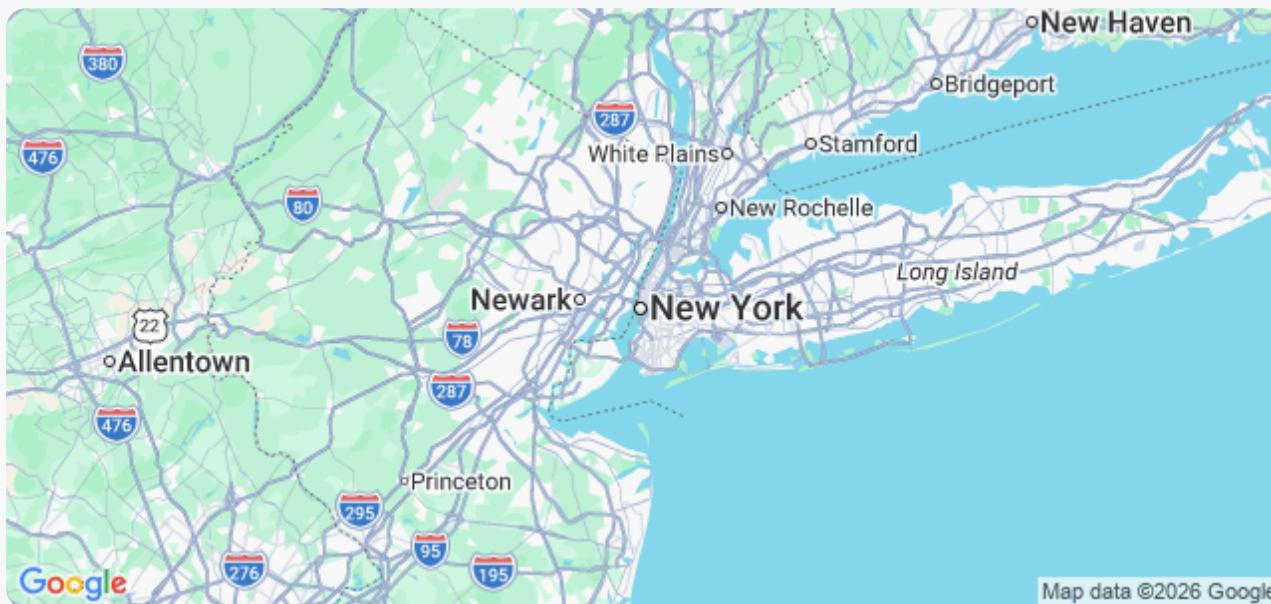
Write something...

Is the current layout conducive to efficient product flow?

- ☐ Yes
- ☐ No
- ☐ Somewhat

Average Travel Distance per Pick (estimated)

Warehouse Location (GPS Coordinates)

[📍 Set My Current Location](#)

Notes on future layout changes

Labor & Workforce Planning

Estimate labor requirements based on planned capacity and operational efficiency. Develop a workforce plan to support capacity needs.

Current Warehouse Labor Capacity (Orders/Day)

Projected Increase in Order Volume (Orders/Day)

Enter a number...

Estimated Labor Hours Required for Projected Volume

Enter a number...

Current Average Labor Cost Per Hour

Enter a number...

Number of Warehouse Associates Currently Employed

Enter a number...

Required Number of New Warehouse Associates

Enter a number...

Training Requirements for New Associates?

- ☐ Yes, extensive training required
- ☐ Yes, minimal training required
- ☐ No, experienced hires

Date New Hires are Expected to Join

Enter date...