

Warehouse Inspection Checklist

A checklist for inspecting a warehouse for safety and condition.

Racking and storage

- ☐ Inspect uprights and beams for dents, bends or impact damage.
Damaged racking must be offloaded and tagged out until repaired by a qualified provider.
- ☐ Confirm load capacity signs are posted and not exceeded.
- ☐ Check beam locks and safety pins are fitted and engaged.
- ☐ Verify baseplates are anchored and uprights are plumb.
- ☐ Confirm loads are stable, within limits and not overhanging.
- ☐ Check shelving and mezzanines for damage and overloading.

Forklifts and equipment

- ☐ Confirm forklifts have a completed daily pre-use inspection.
- ☐ Check forks, mast and hydraulics for damage and leaks.
- ☐ Verify horn, lights, brakes and seatbelt function.
- ☐ Confirm operators are trained, certified and authorized.
- ☐ Check pedestrian and forklift routes are separated and marked.
- ☐ Verify charging or refueling areas are ventilated and safe.

Fire safety

- ☐ Confirm fire extinguishers are charged, tagged and accessible.
- ☐ Check sprinklers are unobstructed with adequate clearance below.
- ☐ Verify fire alarms and detectors function on test.
- ☐ Confirm flammable goods are stored in approved areas.
- ☐ Check electrical panels are clear, closed and labeled.
- ☐ Verify no-smoking and fire-safety signage is posted.

Exits and emergency

- ☐ Confirm all emergency exits are unobstructed and unlocked.
- ☐ Check exit and directional signage is visible and lit.
- ☐ Verify emergency lighting operates during test.
- ☐ Confirm muster points are clear and signposted.
- ☐ Check first aid kits and eyewash stations are stocked.
- ☐ Verify spill kits are available for stored chemicals.

Housekeeping

- ☐ Confirm aisles and walkways are clear and within marked widths.
- ☐ Check floors for damage, debris, spills or trip hazards.
- ☐ Verify waste and packaging are removed and not piling up.
- ☐ Confirm pallets are stored flat and stacks are stable.
- ☐ Check lighting is adequate throughout the storage areas.
- ☐ Verify nothing is stored blocking equipment or panels.

Loading dock

- ☐ Inspect dock levelers, plates and edges for damage.
- ☐ Confirm wheel chocks or vehicle restraints are used.
- ☐ Check dock doors operate safely and seal when closed.
- ☐ Verify dock edges and drop-offs are guarded or marked.
- ☐ Confirm lighting and signaling at the dock work correctly.
- ☐ Record defects with an owner and due date, then sign and file.