



Facility Checkup Checklist

In many ways, your facility is like a living vessel. It's host to a hubbub of activity and home to various interdependent systems that work together in pursuit of a common goal. Frequent checkups are critical to the health and longevity of your facility because they draw attention to problems that might otherwise go unnoticed. They also enable you to benchmark an issue and track how it changes over time. Here are some items to review when you're conducting checkups on your facility:

1. Complete an inventory

Taking inventory of all the items in your facility that could require attention is a challenging, but necessary first step. A wellness checklist is only effective if it encompasses all areas of a facility, much like an annual physical. To make sure you're hitting all the potential problem areas, enumerate different quadrants and activity spots on your checklist (like highly-trafficked corners). You'll be more likely to catch an issue before it becomes a more significant problem if you conduct routine checkups with all areas accounted for.

2. Run the checklist

When you're walking around your facility surveying for damage, there are a variety of things to be on the lookout for. Start your checklist with high-activity areas like shipping/receiving docks, where there's likely to be more wear and tear. If you already have barriers in place to protect machinery, check that they're functioning properly (not damaged, bent, cracked or simply absent).

On the other hand, if you come across an area that is subjected to frequent impacts, consider installing a protective guard to prevent the need for a more costly replacement down the line.

1. Areas are properly lit; no bulbs need replacing and every light has a cover
2. Walkway areas are free from obstructions
3. Entryway is free of tripping hazards
4. Doors open easily and close securely
5. Hazards are marked with the proper signs and safety precautions are in place
6. Pedestrian walkways and forklift pathways are clearly designated
7. Shelving/racking system is secure and organized, uprights are not damaged, dented or compromised
8. Bollards, barriers and protective guards exist where necessary and are not misplaced
9. Aisles are clear from debris, wires or other hazards
10. Warehouse traffic flows in an organized, safe and productive fashion
11. All machine parts and guarding are present and functioning properly
12. Loading dock garage doors open and close easily and securely
13. Water fountains and bathrooms are functioning properly, easily accessible and well-stocked
14. Phone lines and wireless connections are functioning properly
15. Emergency exit maps are displayed and exits are clearly marked
16. Facility systems such as sprinklers, electrical panels, water mains and servers are accessible, protected and up to code

Check for common warning signs that your barriers require maintenance:

- Scuffed and chipped paint could indicate that a given area is the site of frequent impacts. It's important to determine if the damage is regular wear-and-tear or is symptom of a larger maintenance concern. If it's the latter, you may want to reevaluate your work flow and/or preventative maintenance plan.
- Scratches or other floor abrasions can indicate high-traffic areas and may require immediate attention to avoid future accidents.
- Bent bollards or barriers should be replaced and protected to prevent further damage to existing structures.