

Checklist: the flexible warehouse

Quick assessment for greater adaptability in daily operations



Aim:

This checklist helps you identify weak points in your warehouse structure – and shows where simple measures can immediately create more leeway. Tick off what already works well. What remains open is your specific starting point.

01

Structure & basic setup

Does the basic layout or your storage system still suit your current stored goods?

- ☐ The racking structure matches the current product range – not the range from two years ago.
Tip: check whether areas have remained unchanged for more than 6 months.
- ☐ Warehouse areas are organised by access frequency (fast-moving goods within easy reach).
- ☐ There is a defined space for new goods before they are put away.
- ☐ Seasonal goods have their own area – or at least a clear rule.

02

Reserve space & buffer zones

Good storage needs room upwards – and sideways.

- ☐ There is a buffer area for short-term volume fluctuations (at least 10–15 % of the area).
- ☐ Temporary goods do not end up in aisles or block work areas.
- ☐ If an area is full, it is clear where the goods can go instead.
- ☐ Staging areas (goods receipt, picking) are not occupied permanently.

03

Racking & adaptability

Can your racking grow with your product range?

- ☐ Shelf levels can be moved without tools or with simple tools.
Tip: modular systems with plug-in technology have the advantage here.
- ☐ Replacement beams, additional levels or extension bays are available.
- ☐ Mobile elements (mobile shelving, movable racking) are available or at least planned.
- ☐ If required, shelf bays can be rearranged or moved at short notice.

04

Labelling & orientation

Anyone who knows the warehouse should find things quickly. Anyone who does not, too.

- ☐ All warehouse areas are clearly labelled – including temporary zones.
- ☐ Changes to the structure are promptly reflected in the labelling.
- ☐ New employees can find their way around without detailed instruction.
Practical test: ask someone with no prior knowledge to find three items.
- ☐ Empty spaces are clearly marked as such (an empty shelf does not mean a free shelf).

05

Processes & routines

Flexibility does not happen spontaneously – it is prepared.

- ☐ There is a fixed routine for reviewing the warehouse structure (monthly / quarterly).
- ☐ Changes to the product range are communicated to warehouse managers at an early stage.
- ☐ It is clear which changes can be made at short notice – and who carries them out.
- ☐ After major restructuring, there is a short follow-up check (after 1–2 weeks).

Result	What this means	Next step
18–20 ticks	Your warehouse is well set up.	Review regularly, maintain the standard.
12–17 ticks	Solid base, individual gaps.	Prioritise open points and address them.
Under 12 ticks	More structure needed.	Talk to a specialist adviser.