

Warehouse Layout Spot Audit

Developed and used by
Richard Muther & Associates

Based upon the most fundamental of layout planning objectives, every warehouse and distribution center should, wherever possible, be arranged to meet ten considerations. Check your current or planned layout against these ten points.

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	Excellent	Very Good	Good	Fair	Poor
1. Receive and ship materials <u>quickly and smoothly</u> – without congestion, delays, or excessive handlings.					
2. Put away materials <u>economically</u> – without delays or excessive handlings.					
3. Locate storage areas to <u>minimize travel distance</u> – keeping high cubic throughput close to docks.					
4. Store <u>similar materials together</u> – for space utilization, flexibility and handling economy.					
5. Keep like types of <u>storage equipment together</u> – for flexibility and handling economy.					
6. Locate items to <u>minimize picking travel</u> – storing together items that are ordered together.					
7. Arrange picking locations to <u>build sound loads</u> – e.g. heavy and/or large to light and/or small and fragile.					
8. Store material <u>safely</u> – without damage to people, equipment or materials.					
9. Locate activities for <u>easy supervision and control</u> – avoiding isolation or excessive dispersion of people.					
10. Locate activities to <u>share expensive equipment</u> – thus increasing its utilization.					