

Warehouse Tour Checklist

Choosing the right 3PL is important. It's not just a matter of space and location. An ideal warehouse needs to have the capabilities and expertise to handle your products. They also need to be able to scale and diversify as your business evolves.

Evans Distribution Systems is here to help.

There are a lot of questions that can help you qualify and eventually select your next 3PL partner. This list is designed to prepare yourself for that first visit, both in the conference room and out on the floor.

Cleanliness

Yes

No

Evaluate the warehouse for:

- Extra debris, such as old boxes, pallets, or packaging materials lying around
- Spills, leaks, or broken glass on the floor
- An indication of pests
- Open food or beverages

Storage/Organization

Evaluate the warehouse for:

- Clearly marked rack location labels
- Organized racks with items stacked neatly
- Segregation requirements for Foreign Trade Zone or U.S. Bonded warehousing such as cages, locks or painted lines

Products

Evaluate the warehouse for:

- Products that have strong odors to them (spices/tires) or are hazardous to your product
- Temperature of the warehouse (above or below your threshold)

Safety

Yes

No

Evaluate the warehouse for:

- Protective gear or apparel
- Safety notices
- Safety metrics
- Accident history
- Forklift safety measures like sounds or lights
- Old or low-quality equipment
- Closed dock doors when not in use

Employees

Evaluate the warehouse employees for:

- Professionalism
- Friendliness
- Knowledge
- Effective supervision
- Hiring practices
- Training
- Turnover rate

Technology

Evaluate the warehouse for:

- Warehouse Management System
- RFID/Barcoding
- EDI/API Integration
- Real-time KPI Tracking

Security

Evaluate the warehouse for:

- Locked doors/code access
- Indoor cameras
- Outdoor cameras
- Security guards
- Identification requirements
- Storage of high value items
- Controls of access points