



Nautical's Warehouse Move Checklist

Moving warehouses is a complex process that requires meticulous planning. Without a clear plan, it's easy to get overwhelmed. We've got you covered with a comprehensive checklist to ensure a smooth move. If you need expert consultation, feel free to [reach out!](#)

Preparing for the Move

- Assess Current Design and Layout**
 - Evaluate the efficiency and storage optimization of key areas in the old warehouse layout including:
 - Storage areas
 - Pick and pack areas
 - Staging areas
 - Take note of the storage equipment used and other requirements, such as temperature-controlled environments.
 - Identify areas for improvement, such as ensuring proper aisle size for forklift operation
- Learn New Building Specs and Plan Initial Layout**
 - Check the dimensions of the new building, including its height.
 - Ensure that your planned layout for all equipment will fit into the new space.
 - Consider the positioning of docking bays, doorways, communal spaces, office areas, and other elements that may impact your design.
 - Ensure adequate clearance space for existing shelving or pallet racks and compliance with OSHA safety regulations if utilizing structures like mezzanines.
- Leases, Permits, Building Codes, and Safety Procedures:**
 - Finalize the lease for the new industrial property.
 - Ensure compliance with building codes and safety procedures relevant to the new building.
 - Obtain all necessary permits well prior to the move.

Create a Detailed Plan

- Ensure a clear understanding of how products will flow through the new space, from long-term storage to picking and packing.
- Account for future growth and manageable upgrades.
- Obtain quotes from removalists and secure insurance coverage for the relocation.
- Prepare work schedules for employees during the move and communicate their responsibilities clearly.
- Provide new access cards or keys to employees and familiarize them with the logistics of the new space.

Inventory Management

Take Stock of Inventory

- Create a comprehensive inventory list of all equipment and items intended for relocation
- Organize and prepare the inventory for the move, eliminating unnecessary items that don't need to be transported

Address and Communication

Notify Relevant Parties

- Inform all appropriate parties of your change of address, including suppliers and delivery services.
- Plan for the disconnection and reconnection of utilities, including setting specific dates.

Customer Communication

- Inform customers about your move and new location through various channels, such as social media, email newsletters, and your company website.

Moving Day

Establish Roles and Responsibilities

- Assign specific roles and responsibilities to employees for a smooth moving process.
- Ensure that employees are aware of their roles and are present on the move day.

Consider Professional Movers

- If leveraging professional movers, make necessary preparations and arrangements for the movers, especially when dealing with specialized equipment like warehouse racking.
- Prevent Damage**
 - Implement packing standards to ensure the safe transportation of all items.
 - Verify that everything intended for relocation is properly packaged, including delicate items like metal shelving.

Settling into the New Space

- Training and Final Walkthroughs**
 - Provide training to inform the team with the layout and footprint of the new facility.
 - Review safety procedures and emergency protocols with all employees.
 - Conduct a thorough walkthrough of the new space to identify any damages or issues.