

Checklist for Storage Areas



Site:			
Manager:			
Supervisor:			
		OK	Needs Improvement
1	Food and supplies are stored off the floor on sturdy shelves and pallets		
2	A sturdy stepstool or ladder is available to reach high shelves		
3	A cart or hand truck is available for use in the storeroom		
4	Employees have been trained to push rather than pull when using a cart or hand truck		
5	Aisles in the storeroom are set up so they are wide enough to lift and carry cases w/o hitting shelves.		
6	Heavy loads are stored about waist high for easier lifting		
7	Light items are stored on upper shelves		
8	Boxes or cartons are stored so no part extends into the aisles		
9	Every employee has been trained on proper lifting for heavy loads		
10	Every employee has been trained to use a box cutter with a retractable blade to open cases and boxes.		
11	The storeroom is kept clean with assigned weekly cleaning of the floor, tables, platforms, and shelves		
12	The storeroom is arranged according to the approved plan for the organization		
13	Employees have been trained to date mark items and store items according to "FIFO"		
14	Visual aids, including the written standard procedure, labeled areas and shelves are in place to aid with proper storage		
15	A thermometer is placed in the storeroom and the room temperature is recorded on a regular basis		