

Article

WAREHOUSE RELOCATION & RACK REMOVAL CHECKLIST: THE STEP-BY-STEP GUIDE

REB Storage Systems International

ARTICLE AT A GLANCE

WAREHOUSE REMOVAL
AND RELOCATION
CHECKLIST

IMPORTANT
CONSIDERATIONS FOR
MOVING A WAREHOUSE

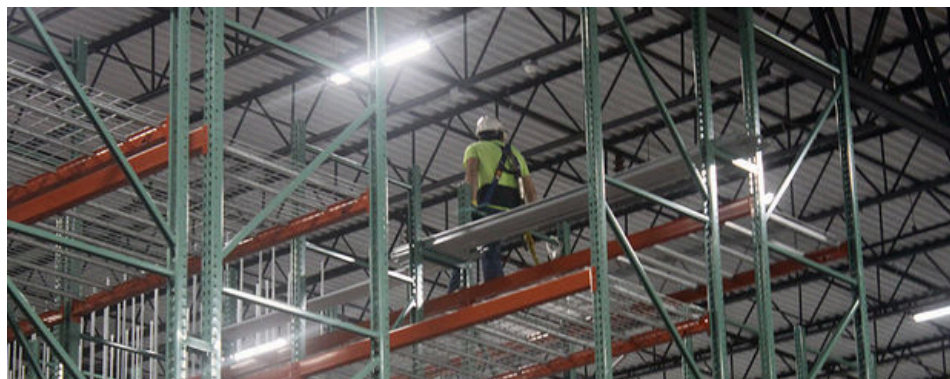
RACK REMOVAL AND
RELOCATION SERVICES BY
REB STORAGE SYSTEMS

CASE STUDIES:
SUCCESSFUL WAREHOUSE
RELOCATIONS MANAGED
BY REB

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Relocating a warehouse is a multifaceted task that requires planning and precise execution. The process of warehouse relocation involves several critical steps, each requiring careful attention to detail to ensure the move is efficient and minimizes disruption to operations.

REB Storage Systems has extensive experience in the removal, relocation, and reinstallation of material handling systems. We can help you develop a relocation or removal plan and then ensure that it is executed without a hitch. Additionally, through our rack system design services we can design a new material handling system optimized for your space and operational requirements, incorporating usable components from your original system for cost savings.



We've put together this guide to aid operations managers in navigating the complexities of warehouse rack removal and relocation. To contact the professionals at REB for further assistance, call us at [\(800\) 252-5955](tel:8002525955).

Warehouse Removal and Relocation Checklist

Below is an overview of what to consider when removing and relocating your warehouse rack system. A project management company, such as REB Storage Systems, will handle almost every aspect of the below checklist for you, including timeline development, freight and subcontractor management, dismantle, transport, redesign, and reinstallation. This allows for only one point of contact throughout the process.

Preliminary Planning and Preparation

Inventory Assessment: Conducting a thorough inventory audit is necessary for establishing accurate cost and timeline expectations. This involves categorizing items based on size, fragility, volume, and importance. For example, understanding if SKUs will need to be moved in phases, and if so, what order is best for expediting operations during and/or after the move.

Budget Planning: Budgeting for warehouse relocation involves identifying both obvious and hidden costs. Before the move, eliminating dead, obsolete, or canceled items can reduce the time, effort, and cost of the transfer. Additionally, understanding the variables in the physical transfer of goods, including transport requirements, documentation, and legal requirements, is essential for effective cost management. A detailed budget should include all expenses associated with the move, such as transportation, labor, equipment, and supplies, and identify areas for cost reduction.

Timeline Establishment: Creating a detailed timeline for the move is critical. This timeline should consider the preparation, actual move, installation of the new material handling system, and settling-in period at the new location. An accurate timeline will aid in understanding operational downtime costs and set realistic expectations as to when operations can resume.

Selecting the Right Removal and Relocation Company

Criteria for Selection: Choose a company with specific experience in warehouse relocation and rack removal. The company should manage the entire project, including dismantle, preparing materials for freight, transporting materials, and reinstalling. If a new rack configuration is required, the company should be skilled at designing custom material handling systems. This will allow you to work with only one contact for the entire project.

Coordination: The company's project manager should provide you with regular updates so that all know if the project is on track with the predetermined timeline and budget.

Employee Engagement and Communication

Staff Briefings: Keep staff regularly informed about the moving process, timelines, and any expected disruptions to the business. Additionally, explain to staff the reasons for the move and the benefits that will result from it. Having everyone understand the reasons for the change in location and what the overall goal and vision is for the company will often help increase employees' enthusiasm and acceptance of the changes. It will also help decrease any concerns about job security.

Roles Assignment: Delegate specific responsibilities to staff members for various stages of the move as appropriate.

Incorporate Feedback: Implement a system for employees to provide feedback and report issues during the move.

Packing and Organizing Inventor

Systematic Packing: Organize and pack items methodically, using an inventory management system to track items during the move. Pack items by category or department to make unpacking easier.

Labeling: Clearly label each box and item, including contents and the destination in the new warehouse. Using color-coded labels to indicate different departments or areas within the new warehouse can be helpful.

Loading: Load items onto trucks in a systematic order, starting with the heaviest and largest items. Checking off an inventory list of all packed items, noting their box number and contents, can be a good way to keep track of items. It may also be helpful to take photos of each box and items within as they are loaded onto the truck.

Fragile Items Handling: Use specialized packing materials and methods for delicate items to prevent damage during the move. Make sure that those handling fragile items are aware.

Managing the Logistics

Transportation Planning: Ideally, the transportation is managed by the project management company, who will have trusted logistics partners with experience in large-scale moves. If managing the project yourself, you'll want to make sure that the logistics company has a solid track record and that they have the necessary equipment and vehicles for specialized transport.

Contingency Plans: Prepare for unexpected challenges such as transportation delays, weather disruptions, or logistical issues.

Setting Up at the New Location

Space Organization: Plan the layout of the new warehouse, focusing on operational efficiency and safety.

Equipment Setup: Ensure essential equipment, such as racking, is installed before moving inventory. Additionally, essential infrastructure such as IT equipment should be setup and tested prior to the move.

Safety Checks: Conduct a comprehensive warehouse safety inspection of the new facility before operations commence.

Important Considerations for Moving a Warehouse

Designing the Optimal Layout for the New Warehouse

Because a common reason that many warehouse operations need to move is limited storage, effective space utilization in the new warehouse is crucial. Therefore, an important step in the planning phase of moving to a new building is designing a material handling system that will accommodate all operational requirements, including density and selectivity. Designing a system is a complex process that should be done by professionals to ensure the optimal storage and flow of products as well as ensure that it meets all code requirements.

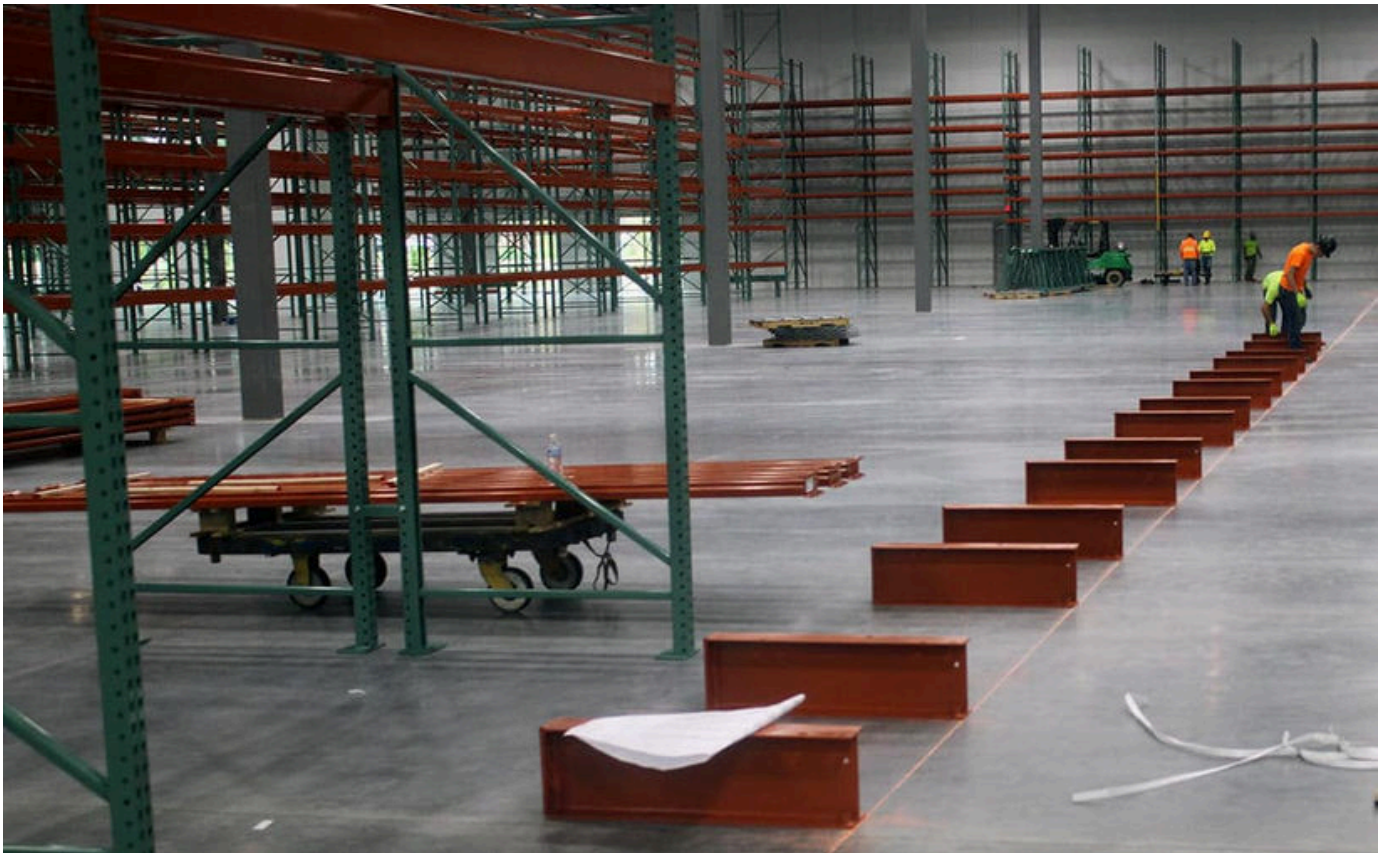
The material handling system design should consider growth projections. This will help avoid having to move warehouse locations again in the future. For example, the material handling system can be designed so that it can be expanded vertically in the future. This case study demonstrates how it can be designed so that a second catwalk level can be added in the future. This case study demonstrates how heavy duty shelving can be spliced to add height when needed.

Often, companies will benefit from cost savings from using some or all their current material handling system in their new facility. However, careful assessment should be done to determine which components are safe to reuse. A professional, such as REB Storage Systems, can assess if current racks and shelving still effectively support inventory and comply with regulatory requirements. For those that are usable, they can be incorporated into the design of the new system with new componentry, if required.

Operations Disruption

Relocation can disrupt operations, affecting productivity and profitability. However, there are measures that can be taken to lessen the length and effects of the downtime.

Effective communication plays a crucial role in mitigating disruptions to operations. Keeping employees informed about the move timeline and their specific roles ensures everyone is on the same page. Similarly, notifying suppliers, customers, and partners well in advance, along with updating your website and contact information, helps manage expectations and maintain trust.



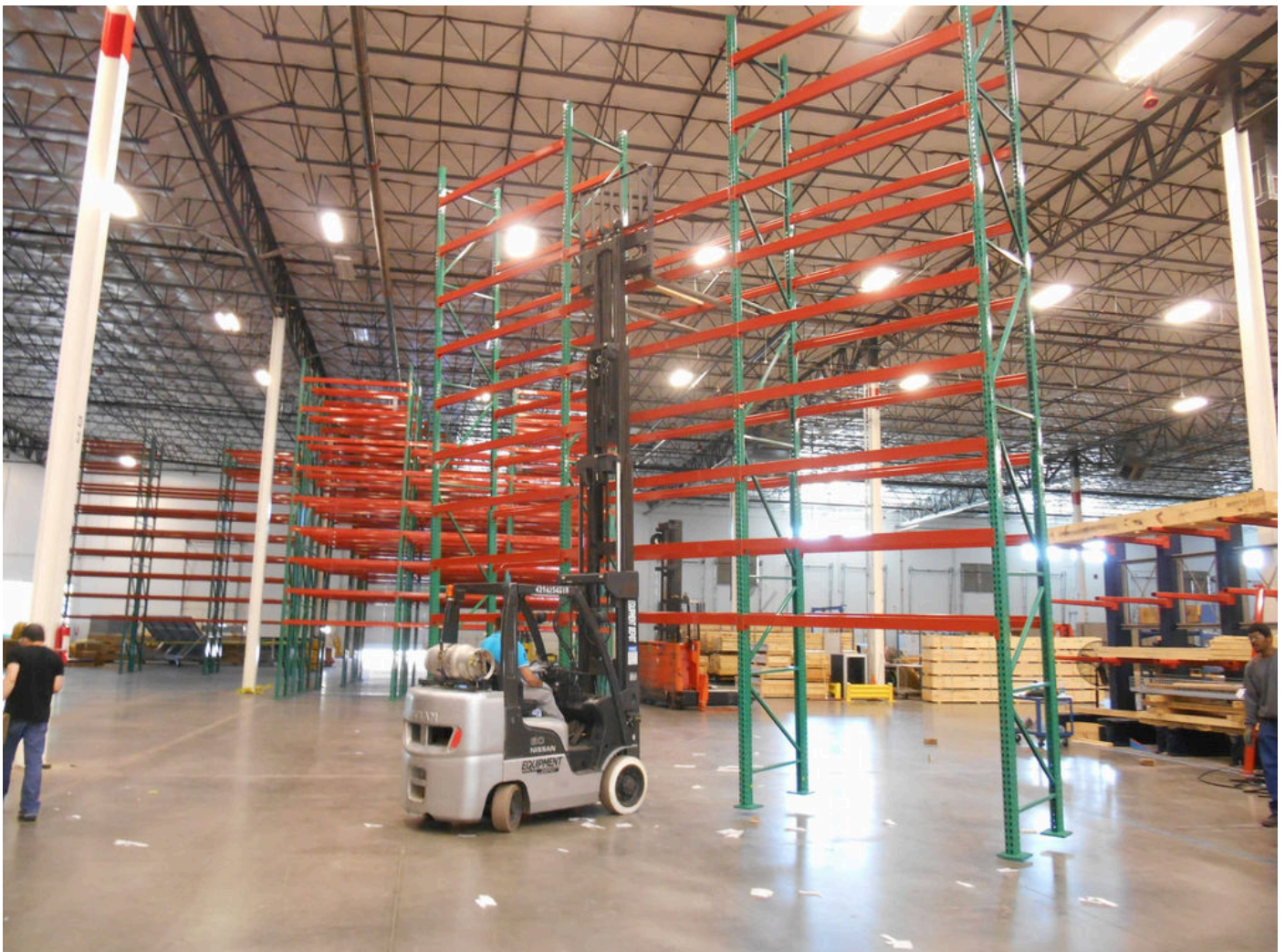
A phased approach to the move can significantly minimize disruptions. Relocating in stages and prioritizing essential items can often allow companies to maintain operations to some degree. Temporary storage solutions may be useful to manage inventory during the transition. Maintaining a buffer stock of critical items ensures you can meet customer demands without interruption. To further minimize downtime, consider operational overlap where both the old and new warehouses are functional simultaneously, and extend working hours or operate during weekends if necessary. Additionally, relocating during a slow business period is helpful.

Ensuring the IT infrastructure at the new location is fully set up before moving operations is important. This includes making sure all systems, such as inventory management and order processing, are fully functional. Backing up all critical data and testing systems and backups is essential to prevent data loss and ensure quick recovery if needed. Cross-training employees to handle multiple roles during the transition, along with providing training on new systems or processes, prepares your workforce for the changes. Hiring temporary staff can also alleviate the workload on regular employees who are focused on relocation tasks.

Safety of Employees and Materials

The safety of employees and stored materials should not be overlooked. Creating a safety plan that outlines procedures and guidelines for the move, ensuring all employees are trained in safety procedures, and having the necessary protective gear are important steps.

Maintaining a safe work environment throughout the move is essential. Because there are so many atypical procedures occurring during a relocation, established safety protocols can become obstructed or obsolete. Therefore, it's important to designate resources to ensure that safety protocols are upheld within the warehouse, such as maintaining clear and unobstructed pathways and marking hazardous areas with proper signage and barriers. Use clear signage to indicate hazards, emergency exits, and safe routes. All employees should be educated on current safety protocols and updated when they change.

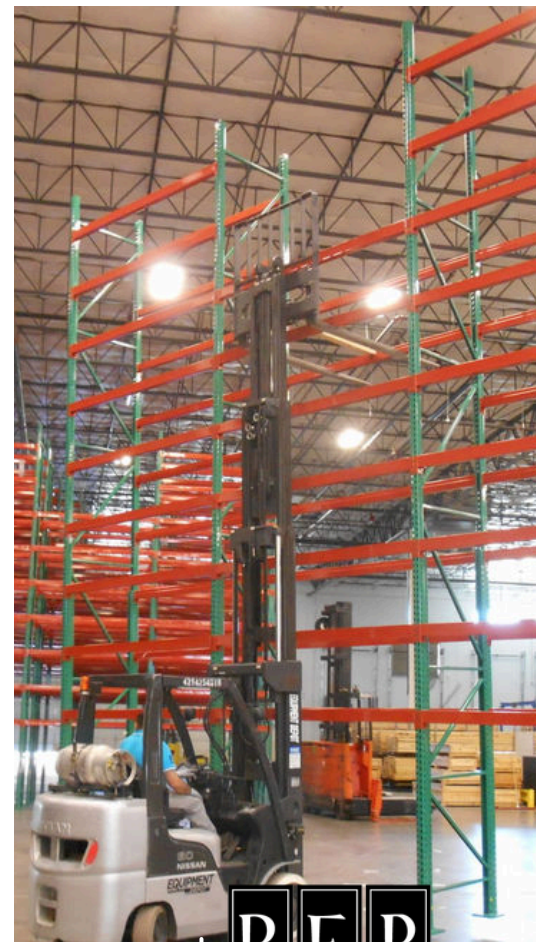
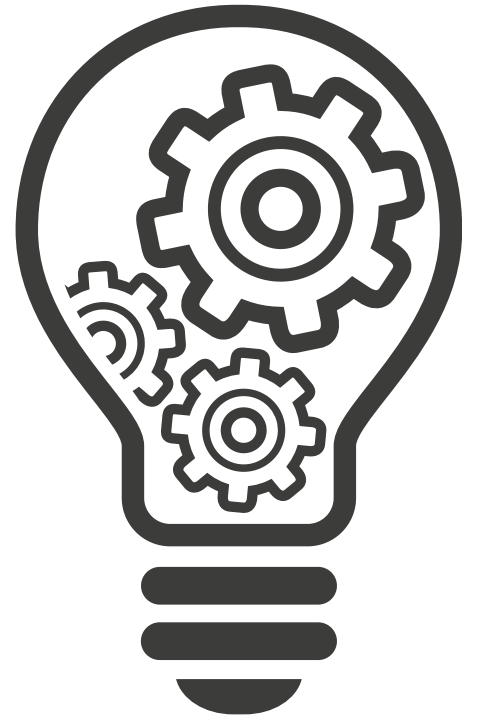


For product safety, use sturdy and appropriate packing materials, clearly label boxes and pallets, and designate specific procedures for handling fragile or high-value items. Secure all loads properly to prevent shifting or damage during transport, using straps, shrink wrap, and other methods to stabilize items on pallets and in vehicles. Conduct thorough inspections and maintenance of all moving equipment, such as forklifts, dollies, and trucks, ensuring they are in good working condition to prevent malfunctions and accidents. This is especially important after the equipment is transported to the new facility, as it can get damaged during transport.

Rack Removal and Relocation Services by REB Storage Systems

If you've outgrown your current warehouse and need to relocate your operations or need to reconfigure your rack system in your warehouse, consider REB Storage Systems. Our experienced project management team can develop a rack removal and relocation plan custom to your operational requirements. Our design experience allows us to modify and add on to your racking system to optimize your storage within your new facility.

For more information on our services, fill in the contact form on this page or call us at (800) 252-5955. We'd love to get a better idea of your needs regarding the rack removal and relocation process.



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www.rebstorage.com

Contact

