Warehouse management of change inspection checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Company name: |  | Date: |  |
| Address: |  | | |
| Warehouse name: |  | | |
| Completed by: |  | | |

Managing change in warehouse occupancy is critical to avoiding those changes that may compromise the fire protection features of a warehouse. This form is offered by Zurich Service Corporation Risk Engineering to help recognize unplanned or unauthorized changes that may occur without management knowledge. This checklist should be completed monthly and filed for later review. This checklist is designed to be used while performing a visual facility inspection or tour. Questions can be directed to your local Zurich Services Corporation Risk Engineer or account team.

|  |  |  |
| --- | --- | --- |
| Part 1 – Commodity changes | | |
| **Condition** | **Status** | Comments (for "yes" answers) |
| Introduction of new commodities (products)  This includes new products and changes to existing products (e.g. change from glass to plastic). | Yes  No |  |
| Introduction of new packaging  This includes changes to packaging inserts (e.g. cardboard to plastic) and packaging container (e.g. wood crates to plastic crates) | Yes  No |  |
| Introduction of new pallets  Changes in material (wood to plastic), or changes in type (slatted to solid) | Yes  No |  |
| Introduction of encapsulation  Encapsulation is wrapping a pallet load with plastic on all sides and across the top. Plastic wrapping on just the sides (belly wrapping) is not encapsulation | Yes  No |  |
| Additional comments: | | |

|  |  |  |
| --- | --- | --- |
| Part 2 – Storage changes | | |
| **Condition** | **Status** | Comments (for "no" answers) |
| Aisles clear of storage  Storage or staging in aisles is discouraged | Yes  No |  |
| Restricted areas clear of storage  This includes areas near fire hose connections, space heaters, industrial truck battery charging stations, exit corridors, and electrical switchgear rooms | Yes  No |  |
| Storage heights within permitted limits  Established maximum storage heights are not exceeded. Also, no storage is permitted within 18 in (0.45 m) of any control mode sprinkler and 3 ft (0.9 m) of any ESFR sprinkler | Yes  No |  |
| Idle pallets within permitted limits  Confirm permitted limits with your Zurich representative. | Yes  No |  |
| Rack flue spaces are maintained  Walk each aisle to verify flue arrangement.  Flue spaces are the spaces between pallet loads (side-to-side and back-to-back) in a rack, and are generally 6 in (15 cm) or greater | Yes  No |  |
| Storage aides the same  Changes in storage handling devices such as introducing open top containers, plastics totes, solid shelving, etc. | Yes  No |  |
| Additional comments: | | |

|  |  |  |
| --- | --- | --- |
| Part 3 – Hazardous materials changes | | |
| **Condition** | **Status** | Comments (for "yes" answers) |
| Hazardous materials present in general storage  This includes flammable or combustible liquids, Level 2 and 3 aerosols, oxidizers, organic peroxides, explosives, and radioactive materials | Yes  No |  |
| Additional comments: | | |

|  |  |  |
| --- | --- | --- |
| Part 4 – Building conditions | | |
| **Condition** | **Status** | Comments (for "no" answers) |
| Fire doors are in operable condition  Fire doors move freely, are not obstructed, and have no visible signs of damage | Yes  No |  |
| Fire wall penetrations are protected with adequate firestopping systems, fire dampers, or fire doors  All penetrations including wire, conduit, pipe, ducts, and door openings | Yes  No |  |
| Appropriate floor markings and signage  Aisles, exits, fire extinguishers, etc. | Yes  No |  |
| Fire protection provided within internal structures  Sprinklers installed in coolers, freezers, offices, etc. | Yes  No |  |
| Additional comments: | | |

|  |  |  |
| --- | --- | --- |
| Part 5 – Fire protection conditions | | |
| **Condition** | **Status** | Comments (for "no" answers) |
| Sprinkler valves are secure, open and accessible | Yes  No |  |
| Fire hose connections are accessible and in good condition | Yes  No |  |
| Fire extinguishers are accessible and in good condition | Yes  No |  |
| System water pressure normal  Pressure observed at riser or inlet of fire pump is within the normal range | Yes  No |  |
| Additional comments: | | |

|  |
| --- |
| Part 6 - Comments |
|  |