Warehouse management of change inspection checklist

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| 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.

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| 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 packagingThis 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 palletsChanges in material (wood to plastic), or changes in type (slatted to solid) | [ ]  Yes [ ]  No |  |
| Introduction of encapsulationEncapsulation 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: |

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| Part 2 – Storage changes |
| **Condition** | **Status** | Comments (for "no" answers) |
| Aisles clear of storageStorage or staging in aisles is discouraged | [ ]  Yes [ ]  No |  |
| Restricted areas clear of storageThis 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 limitsConfirm permitted limits with your Zurich representative. | [ ]  Yes [ ]  No |  |
| Rack flue spaces are maintainedWalk 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: |

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

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| Part 4 – Building conditions |
| **Condition** | **Status** | Comments (for "no" answers) |
| Fire doors are in operable conditionFire 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 signageAisles, exits, fire extinguishers, etc. | [ ]  Yes [ ]  No |  |
| Fire protection provided within internal structuresSprinklers installed in coolers, freezers, offices, etc. | [ ]  Yes [ ]  No |  |
| Additional comments: |

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| 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 normalPressure observed at riser or inlet of fire pump is within the normal range | [ ]  Yes [ ]  No |  |
| Additional comments: |

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| Part 6 - Comments |
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