

7 Ways to Organise Your Warehouse

INVOKE THE 5S METHODOLOGY



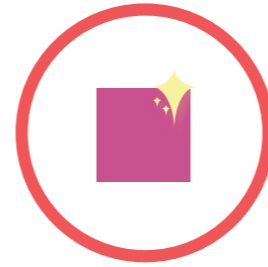
01 SORT

Do an evaluation of what inventory is necessary, and what you know is not.



02 SET IN ORDER

Come up with a strategy to make all of your inventory easy to find



03 SHINE

Before doing anything else, deep clean your entire warehouse. This includes cleaning floors, shelving, machinery, tools, etc



04 STANDARD

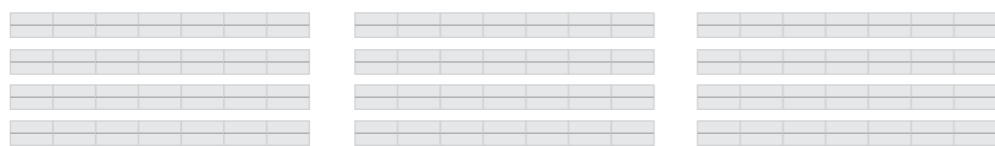
Come up with a way to make sure your employees understand every process in maintaining the cleanliness & organization of your warehouse.



05 SUSTAIN

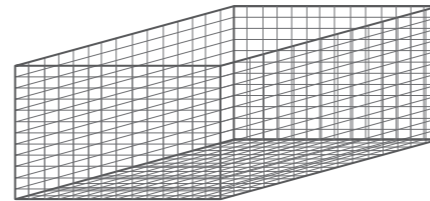
Keeping your warehouse clean may seem like a no-brainer, but things can get carried away faster than you think

PALLET RACKING SYSTEMS ARE A MUST



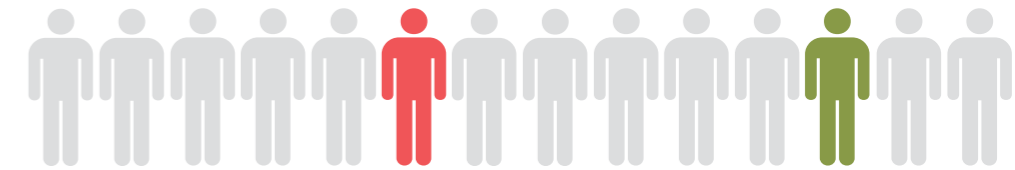
- Reduce warehouse expenditures by millions just in the first year.
- Material storage is much easier and less overwhelming.
- You can save the need to open an additional warehouses.
- Not only will your warehouse look more organized, but these systems are made out of a completely reliable steel.

WIRE CONTAINERS ARE JUST AS USEFUL!



- Wire containers are perfect for storing items that aren't suitable for pallet racking. Some benefits of wire storage containers include:
- The ability to collapse when not in use and can be stacked away
 - Greatly reduces product damage. Durable but lightweight
 - Neatly and safely stores 1,500-4,000 pounds of product

USE ERGONOMIC EQUIPMENT



Using ergonomic equipment will help your company regularly meet its objectives by keeping employees happy & healthy. The success of a business heavily relies on the health and well-being of its employees.

RECYCLE



REDUCE



REUSE



RECYCLE

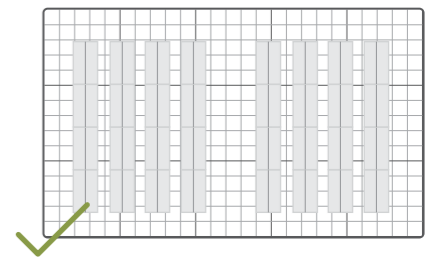
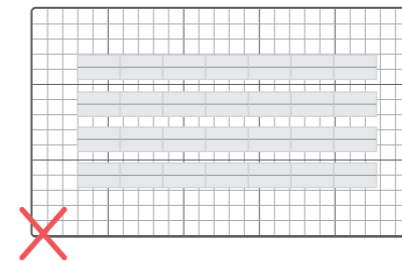
- **Reduce** - Clean out all unnecessary clutter and garbage
- **Reuse** - 54% of pallets are thrown away after just one use. The habit of reusing products is extremely sustainable
- **Recycle** - Most types of wood, metal, steel, iron, and glass are recyclable.

REQUIRE WAREHOUSE SAFETY EDUCATION



- This is a bigger and more beneficial investment than you may think. Make sure employees are fully trained in areas such as:
- **Dressing in proper uniform** - proper eyewear, shoes, gloves, etc.
 - **Equipment safety usage** - how to use a forklift, preventing electrocution
 - **Common warehouse hazards** - ventilation, falling items, etc.

RE-EVALUATE YOUR WAREHOUSE DESIGN



If your company's sales are increasing each year, you will eventually need a new warehouse design layout or even a whole new warehouse to relocate to. It is recommended that this space evaluation takes place about every 3-5 years, depending on the rate at which your company notably increases sales.