Warehouse Audit Checklist

Walk the floor with this list and answer each line honestly. Every "No" is a place where time or money is likely being lost. Three or more "No" answers in one section is a good reason for a full warehouse audit.

Site / building _____ Date _____ Checked by _____ Shift _____

Check	Yes	No	Notes
RECEIVING AND PUT-AWAY			
Inbound trucks are booked into dock appointments	☐	☐	
Pallets are put away the same shift they arrive	☐	☐	
Receiving staging lanes are clear at the start of each shift	☐	☐	
Damaged or short deliveries are recorded before the driver leaves	☐	☐	
STORAGE AND SLOTTING			
Fast-moving SKUs sit near packing, at waist height	☐	☐	
Slotting has been reviewed in the last 6 months	☐	☐	
Fewer than 10% of positions hold SKUs with no movement in 90 days	☐	☐	
Storage stays below about 85% full at peak	☐	☐	
PICKING AND PACKING			
Pickers follow a set route instead of finding their own way	☐	☐	
Orders are batched or picked by zone, not one at a time	☐	☐	
Pack stations are close to the pick area and to shipping	☐	☐	
Mis-picks are tracked and traced back to a cause	☐	☐	
SHIPPING AND DOCKS			
Outbound orders are staged by door and by carrier	☐	☐	
Trucks are rarely kept waiting more than 30 minutes	☐	☐	
Loading follows a schedule the shift lead can see	☐	☐	
SAFETY AND SPACE			
Aisles, exits and walkways are clear	☐	☐	
Racking is free of damage, with every anchor in place	☐	☐	
Load signs are posted and loads stay within them	☐	☐	
Storage height stays within fire code and below the sprinklers	☐	☐	

Six warehouse KPIs to measure

Write down today's number for each. Measure again in a month: the trend matters more than any single figure.

KPI	How to work it out	Your number
Dock-to-stock time	Hours from truck arrival to stock put away and in the system	
Order lines per labor hour	Order lines picked ÷ picking hours worked	
Share of picker time spent walking	Time one picker spends travelling ÷ total time, from a timed hour	
Order picking accuracy	Orders shipped without error ÷ orders shipped	
Storage positions in use at peak	Occupied positions ÷ total positions, on your busiest day	
Trucks loaded on time	Loads that leave at their scheduled time ÷ all loads	

Where to start. In most manual warehouses, walking is the largest single part of a picker's day, often around half of it. Moving the fastest-selling items next to packing is usually the quickest, cheapest win, and you can test it on one aisle first.

Want the full picture?
A Lenokers warehouse audit measures every step from dock to dock and gives you a ranked plan, with the cost and payback of each fix. The first site visit is free. Call 971-337-6608 or book at lenokers.com.