|  |
| --- |
| **Shelves and Rack Checklist** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** | Click or tap here to enter text. | **Workstation Name:** | Click or tap here to enter text. |
| **Prepared by:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Document Number:** | Click or tap here to enter text. |

|  |
| --- |
| **“NO” answer indicates need for additional investigation.** |
| * + - * Shelf and rack configuration (height and depth) has been determined based on shelf access and shelf content size/weight. Typical guidelines include:
	+ ***Lowest shelf:*** no lower than 20” from the floor
	+ ***Highest shelf:*** no higher than 60” from the floor
	+ ***Most frequently accessed shelves:*** between 30” and 50” from floor
	+ ***Least frequently accessed shelves***: between 20” to 30” and/or 50” to 60” from the floor
	+ ***Heaviest materials:*** shelves between 30” and 40” if materials handled manually; NOTE: This places the item in the power range of the operator (about waist level) **OR** heaviest materials stored on lowest shelf if items can be slid off the shelf onto a cart at that height
	+ ***Content size:*** shelf size (width and height) allows free movement of materials on/off shelf
 | Select YES or NO. |
| * + - * Weight of materials stored on shelving determined and is within recommended weight capacity of the shelving system and the user’s manual handling ability.
 | Select YES or NO. |
| * + - * Shelves secured to eliminate any possibility of tipping over.
 | Select YES or NO. |
| * + - * Gravity flow shelving/rack systems used appropriately to position materials at front of the shelf for easy access. Pay particular attention to loading height of the shelf as it will be higher than the unload height.
 | Select YES or NO. |
| * + - * Based on changing circumstances, shelf systems designed to be easily re-configured to minimize excessive lifting, carrying, and awkward postures.
 | Select YES or NO. |
| * + - * Labels on shelves used to readily identify items stored on the shelves.
* Sans Serif fonts recommended (does not have the small projecting features called "[serifs](http://en.wikipedia.org/wiki/Serif)" at the end of strokes)
* At a recommended reading distance of 14” to 18” and visual acuity of 20/30, font size of at least 14 points. Greater distances require larger font size.
* High contrast between label letters and background (e.g. black letters on white background)
* Use of colored labels considered to improve visual discrimination between different materials stored on the shelves
 | Select YES or NO. |
| * + - * Any lip on the edge of the shelf safely to contain material on the shelf but does not significantly limit movement of materials on/off the shelf
 | Select YES or NO. |
| * + - * Material of the shelf itself allows for easy, friction free movement on/off the shelf. For example, shelves covered with high density polypropylene sheets.
 | Select YES or NO. |
| * + - * Wheeled shelving allows for easy movement and maneuverability. See the [Carts](#_Carts) Checklist for additional information.
 | Select YES or NO. |