

# 10 Point Warehouse Uptime Checklist

Ensure your facility is fully optimized to meet growing demand and avoid unexpected downtime.

## What is the health of your operations?

The FORTNA 10 Point Warehouse Uptime Checklist is a practical guide designed to quickly assess the key areas that impact warehouse performance, efficiency and system reliability – helping you identify issues early, reduce downtime and keep operations running smoothly.

	Score each item:	Yes (+2)	Unsure (+1)	No (0)
1	Inspect and Maintain Material Handling Equipment			
	Is your MHE operating smoothly and not showing signs of wear, damage or required maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are batteries and charging stations functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Maintenance Management Workflow/Processes			
	Are proper preventive maintenance (PM) procedures easily accessible by your maintenance team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have an accurate history of your maintenance activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Product Automation, Throughput & Equipment Obsolescence			
	Does your current design meet your throughput demands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are spare parts easily available and supported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Parts Stockroom, Parts Inventory, Usage Tracking			
	Is your inventory up to date, including tracked parts obsolescence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have an accurate history of your part usages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Safety Equipment, Safety Systems & Safety Protocol Checks			
	Is all necessary PPE available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you conduct regular safety audits and enforce OSHA compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Controls & Backup Systems Check			
	Do you have program/parameter backups of your systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are you protected from brownouts and power outages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Equipment and Part Registration CMMS			
	Do you currently have a Centralized Maintenance Management System (CMMS) or Enterprise Asset Management (EAM) system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is your documentation updated on your system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Training & Documentation			
	Do you have proper training and documentation for your maintenance staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a repository of your maintenance staff's training records and certifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	5S / Workplace Cleanliness			
	Do you have processes around 5S?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is your overall workplace clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Reporting, KPIs & Continuous Improvement			
	Are you able to get meaningful reports that influence day-to-day business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are your reports actionable with clear next steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add up your points

Healthy  
39 and Above

Needs Improvement  
38 or Lower

Whether you are graded "Healthy" or "Needs Improvement" – FORTNA can help elevate your operational performance. Enhance your operations today with a comprehensive process assessment or talk with one of our experts.

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