



Warehouse and Industrial Plant Relocation Checklist

suddath.com/industrial-moves





DOWNLOAD INTERACTIVE CHECKLIST

Warehouse and Industrial Plant Relocation Checklist

Moving to a new warehouse or uprooting an industrial plant is no easy task. Relocating facilities can be costly, time-consuming, and a frustrating experience without a detailed plan that yields an easier outcome. At Suddath®, we understand a seamless move with minimal downtime is essential to keeping your business on track, so we've created the ultimate checklist to help you manage essential tasks for a better experience, limiting production loss and minimizing excessive expense.

PRE-RELOCATION DECISION

36-48 months prior to move

- Cost analysis to validate the potential relocation
- Assemble stakeholders and analyze objectives of project
- Identify associated vendors (realtors, movers, electrician) for high-level budget calculations for presentation to decision makers

PRE-MOVE PREPARATION

24 months prior to move

- Create a project plan and timeline
 - Budget overview

Engage vendors for more comprehensive cost analysis and timeline requirements
 - Assess the layout of your new facility space

Implement a **space utilization system** that conserves space and leaves room for inventory or machine expansion
 - Considerations for business continuity

Can you shift manufacturing to other plants or distribution centers?
 - Considerations to complete the full move

Analysis of product velocity and what products move first

Identify and categorize inventory, including hazardous materials with the appropriate hazmat label
 - Ongoing operations, production, and deliveries

Current hours of operation



WAREHOUSE: REFRESH YOUR INVENTORY SYSTEM

24 months prior to move

- Consider upgrading your warehouse management system
- Consider a comprehensive inventory
- Realign your warehouse for fulfillment savings
- Implement an effective system for revolving inventory flow, cycling out old or damaged stock



COMMUNICATION

12-18 months prior to move

Share the new facility layout and inventory system with your staff and management

- Communicate every aspect of your planned facility relocation with parties involved and provide quick reference documents for seamless flow during the move
- Form an open line of communication with employees and support staff, providing a list of emergency contacts
- Update vendors and customers with your new location to avoid disruption

INSTALL ASSETS

1 month prior to move

- Install pallet racking according to your facility layout and space utilization system, following RMI and OSHA requirements to honor workplace safety guidelines
- Securely anchor pallet racks aligned with your facility floorplan
- Unload inventory and equipment
- Recalibrate and test equipment before use
- Perform an internal audit after everything is transported and positioned in its rightful place

TRANSPORT ASSETS

Day-of move

- Review the emergency preparedness guide with your team
- Make sure inventory and equipment is segmented properly on trucks

Stock arrangement Heavy duty cranes

Pallet racks Rolling carts

Tools Flatbeds

Forklifts

- Organize transportation

Routes

Trailers needed to transport inventory and equipment

Weather conditions

DECOMMISSION FACILITY SPACE

Post move * Review tenants of your lease for obligations 24 months before move

- Prep a highly trained and insured team to complete the decommission task
- Identify local charities to receive donated assets (IT/furniture)
- Identify metal recycling center and bring excess scraps
- Dismantle excess pallet racks and equipment; follow manufacturer's recommendations for your specific type of pallet racking



BACK TO BUSINESS

Post move

- Reconnect with customers and partners confirming your new location and operational processes
- Discuss final review of facility relocation with staff and management



DOWNLOAD INTERACTIVE CHECKLIST



Your Warehouse and Industrial Move Experts

Get warehouse and industrial equipment relocation services that minimize the impact of an industrial move on your business when you partner with Suddath. Speak to a relocation expert today to access the perfect solution backed by specialized planning and a team of highly skilled move professionals.



LEARN MORE ABOUT OUR INDUSTRIAL MOVE SERVICES