WERC Checklist in Warehouse Selection



A checklist for use when building a new facility or acquire an existing structure.

Checklist to Find Your Next Warehouse

Editor's note: most of this checklist is designed to use whether you plan to build a new facility or acquire an existing structure. The final section contains items used only for new construction. KBA

Governmental Restrictions

- ☐ Is the property zoned for warehousing and related uses?
- ☐ Is the zoning description likely to impede conversion of the building to other uses?
- ☐ Are there any variances or special exceptions in the zoning?
- ☐ What are the limits or restrictions on employee parking?
- ☐ What is the maximum expansion capability of the facility?
- ☐ Are there any easements or protective covenants on the property?
- ☐ Are there any restrictive load limits on roads leading to this facility?

Geographic Restrictions

- ☐ Are there grade problems on the land?
- ☐ Are there any problems with drainage?
- ☐ Are there streams, lakes, or wetlands near this site?
- ☐ If so, what is the 100-year flood plan?
- ☐ What is the level of the ground water table?
- ☐ Is there any history of earthquakes in the area?
- ☐ If so, have you received the US Geodetic Survey of fault lines?
- ☐ Does the site have any fill?
- ☐ If so, what material was used?
- ☐ What is the load bearing capacity of nearby soil?
- ☐ Is any part of the site wooded?
- ☐ Are there any restrictions on tree removal?

Transportation

- ☐ What is best access to the nearest freeway interchange?
- ☐ What is the distance from primary motor freight terminals?
- ☐ Have you interviewed motor freight managers?
- ☐ Is the facility inside the commercial delivery zone of the city?
- ☐ If not, what is the extra delivery cost compared to deliveries within the commercial zone?
- ☐ Is rail access available?
- ☐ If there is no rail siding now, what is the cost of adding one?
- ☐ What is the cartage cost to a TOFC (piggyback) terminal?
- ☐ What is the cartage cost to nearest marine terminal?
- ☐ What is the cartage cost to nearest air freight terminal?
- ☐ Will those customers who pick up at your warehouse have any transportation problem with this facility?

Security Considerations

- ☐ Does the sprinkler system meet preferred risk standards?
- ☐ If not, what is the cost of upgrading the system?
- ☐ Is the sprinkler capable of conversion to ESFR?
- ☐ If so, what is the conversion cost?
- ☐ Is there a secondary water source for the sprinkler system?
- ☐ Have you seen available insurance inspection reports?
- ☐ Have you interviewed law enforcement officials?
- ☐ Have you interviewed neighboring managers?

Utilities

- ☐ What is the size of the water main serving the site?
- ☐ What is the water pressure and when was it last tested?
- ☐ Are there water meters on hydrants and sprinkler systems?
- ☐ What is the source of the water supply?
- ☐ What is the capacity of electric power at the site?
- ☐ Is submetering of electricity permitted?
- ☐ Have you received copies of recent utility bills?
- ☐ Are incentives available for reducing peak electric demand or installing HID lighting?
- ☐ Is submetering of gas permitted?
- ☐ Are there limitations on capacity or demand?
- ☐ If fuel oil is used for heat, what is the source of supply?

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