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RACKING PROJECT PLANNING CHECKLIST

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1 SITE & LAYOUT INFO

- ☐ Do you have an up-to-date floor plan or drawing of your warehouse?
- ☐ Are ceiling heights, columns, obstructions, and dock doors marked?
- ☐ Have you identified material handling equipment, aisles requirements, and flow of goods?

WHY THIS MATTERS
A clear layout ensures accurate system design and optimal flow.

2 LOAD REQUIREMENTS

- ☐ What type of product will be stored (size, weight, packaging)?
- ☐ Will you store pallets, cartons, long items, or irregular shapes?
- ☐ Do your loads vary by SKU, season, or shift?
- ☐ What is your current pallet or bin count/what is your target pallet or bin amount?

WHY THIS MATTERS
Load type and weight drive structural design and capacity requirements.

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3 PERMITTING & COMPLIANCE

- ☐ Does your city or municipality require a permit for racking installations?
- ☐ Do you have building drawings and documents? eg. Building CAD files, Building Drawings
- ☐ Have you checked fire code requirements and understand your product inventories classification?

WHY THIS MATTERS
Permit delays can halt projects and cost thousands in lost time.

4 SAFETY & REGULATORY CONSIDERATIONS

- ☐ Are there safety features or regulations that must be built into your system?
- ☐ Do you require rack guarding, barriers, or high-visibility zones?
- ☐ Is your team trained in racking safety standards (e.g., CSA, ANSI, OSHA)?

WHY THIS MATTERS
Systems must meet local and industry regulations to avoid fines or injury.

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5 TIMELINE EXPECTATIONS

- ☐ When do you ideally want the system installed?
- ☐ Are there any facility changes (e.g., expansion, equipment delivery) that affect timing?
- ☐ Have you factored in permitting and lead times?

WHY THIS MATTERS
Planning ahead helps align expectations and secure materials on time.

6 BUDGET & CONSTRAINTS

- ☐ Have you outlined a budget or price range for this project?
- ☐ Will this project be staged over multiple phases?
- ☐ Are there limits on downtime or working hours?
- ☐ Does your team need time to move inventory or use racking as it's installed to keep the project moving?

WHY THIS MATTERS
Budget clarity helps your vendor propose the best-fit solution early on.

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7 TEAM ROLES & DECISION MAKERS

- ☐ Who is the main point of contact for the project?
- ☐ Are the operations, safety, purchasing, and management teams aligned?
- ☐ Who will approve final specs, costs, and vendor selection?

WHY THIS MATTERS
Clear ownership streamlines communication and avoids decision delays.

TIP
You don't need all the answers before speaking with a vendor — but reviewing this checklist will help you get the most out of your consultation.

NOTES

PLAN WITH CONFIDENCE

North American Steel is one of Canada's leading manufacturers of pallet racking and industrial storage systems.

With decades of experience and in-house design, engineering, and project management, we're here to help turn your racking plans into fully optimized, code-compliant solutions—built to last.

Learn more at naseco.ca

Ready to discuss your racking project?
sales@naseco.ca | (905) 668-3300