

Reorganizing Your Storage Space

before the back-to-business rush

Summer is the ideal time to take back control of your storage space, before activity picks up again in September. Use this checklist to move forward step by step, without missing anything.

1. Take a real inventory of your space

Before moving anything, take the time to observe and list what's already there.

- ☐ List all products/containers currently in storage
- ☐ Identify obsolete, expired, or duplicate items
- ☐ Spot underused or poorly organized areas
- ☐ Check that aisles and safety access points remain compliant

2. Identify high- and low-turnover zones

Smart product placement reduces daily handling time.

- ☐ Identify your most requested items (high turnover)
- ☐ Move these items closer to picking or shipping areas
- ☐ Relocate low-turnover items to further or higher storage zones
- ☐ Reassess your layout at least once a year

3. Standardize your containers

Consistent formats make stacking, storing, and visual counting easier.

- ☐ List the different crate and bin formats currently in use
- ☐ Identify formats to replace or unify
- ☐ Check container compatibility with stacking and elevated storage
- ☐ Plan the gradual replacement of damaged or mismatched containers

4. Set up a color-coding system

A simple visual cue that speeds up work for the whole team.

- ☐ Define a clear meaning for each color (zone, category, status...)
- ☐ Assign solid crates by color: green, red, blue, or white
- ☐ Use white vented crates for ventilation needs or quick identification
- ☐ Train teams on the new color-coding logic
- ☐ Display a color-coding chart or reminder in the storage area

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5. Plan ahead for the fall rush

Identify now what you'll need to order to avoid September emergencies.

- ☐ Estimate additional container needs for the fall
- ☐ Identify products requiring a specific configuration (fragile, food-grade...)
- ☐ Request a quote before August 15 to secure priority delivery
- ☐ Schedule implementation before activity picks back up