

FACTORY EFFICIENCY CHECKLIST

Use this checklist to evaluate how efficiently your factory or warehouse is really operating, and where small changes could unlock major gains in productivity, safety, and employee satisfaction.



How to use this checklist:

Walk your facility with this list in hand. Mark what's working, flag what isn't, and prioritize the sections with the most unchecked boxes.

1

Workspace Organization & Clutter Control

- Aisles are consistently clear and unobstructed
- Inventory is stored in designated, labeled locations
- Overflow inventory does not block walkways or access points
- Temporary storage doesn't become permanent clutter
- Workstations have enough space to perform tasks comfortably
- Items are returned to their proper location after use
- Visual standards exist for what "organized" looks like

RED FLAG

Workers frequently search for items or move inventory just to access other products.

2

Storage System Effectiveness

- Storage matches the weight, size, and volume of inventory
- High-use items are stored at ergonomic heights
- Frequently picked SKUs are easy to access
- Storage allows space to scale without constant reconfiguration
- Shelving isn't overfilled or underutilized
- Storage layout supports current workflows (*not outdated ones*)
- Expansion requires reconfiguration, not relocation

RED FLAG

Storage limits productivity instead of supporting it.

3

Workflow & Picking Path Efficiency

- Picking paths are logical and minimize backtracking
- Workers don't cross paths unnecessarily during peak hours
- Packing and shipping stations are positioned strategically
- Travel distance between tasks is minimized
- Workflow bottlenecks are identified and documented
- Order flow follows a consistent, repeatable process
- Layout supports speed without sacrificing accuracy

RED FLAG

Workers walk more than they work.

4

Equipment Fit & Reliability

- Carts and tools match the demands of daily operations
- Shelving and racks move smoothly and safely (if applicable)
- Equipment is sized appropriately for inventory loads
- Tools reduce physical strain instead of adding to it
- Equipment downtime is rare and predictable
- Preventative maintenance is scheduled and followed
- Workers trust the equipment they use daily

RED FLAG

Employees avoid certain tools because they're frustrating or unreliable.

5

Labeling, Visibility & Wayfinding

Shelves and storage zones are clearly labeled

SKU locations are standardized and consistent

Visual cues guide movement through the facility

New hires can find inventory without constant help

Labels are readable from a safe distance

Signage supports efficiency, not clutter

Inventory locations make sense logically

RED FLAG

"Where is this?" is a common question.

6

Safety & Ergonomics

Inventory can be accessed without overreaching or strain

Heavy items are stored safely and intentionally

Aisles allow safe movement of people and equipment

Storage reduces trip hazards and congestion

Workstations support repetitive tasks ergonomically

Safety incidents are tracked and reviewed

Layout prioritizes people, not just capacity

RED FLAG

Efficiency gains come at the expense of safety.

7

Employee Feedback & Engagement

Workers are asked about workflow challenges regularly

Feedback is documented and reviewed

Employees help identify inefficiencies

Suggestions lead to real operational changes

Teams understand why processes are structured as they are

Frustration points are addressed proactively

Improvement is treated as ongoing, not one-time

RED FLAG

The same complaints keep coming up, unanswered.

8

Performance & Metrics Tracking

Order fulfillment times are tracked

Error rates are monitored and analyzed

Productivity is measured beyond "orders per hour"

Safety incidents and near-misses are logged

Employee turnover trends are reviewed

Layout or process changes are tied to measurable results

Metrics guide decisions, not assumptions

RED FLAG

Changes are made without data to support them.

Your Results Total _____

0-10 CHECKED: Significant inefficiencies likely impacting morale and output

11-20 CHECKED: Operational improvements could unlock major gains

21-30 CHECKED: Solid foundation, but friction still exists

31+ CHECKED: High-performing operation with room to scale smarter

Next Steps

Unchecked boxes reveal opportunities, not failures. Improving organization, storage flexibility, workflow design, and equipment fit can dramatically reduce worker frustration while increasing throughput, safety, and retention.

If your facility is growing, shifting inventory, or struggling with space, flexible storage and smarter layouts can often solve multiple issues at once, without expanding your footprint.

Ready to turn this checklist into action?

Explore how adaptable storage solutions can support your team, improve efficiency, and future-proof your operation.