

WAREHOUSE AREAS

Bulk storage area

where the majority of items will be stored – it can be densely organised.
items in most regular demand should be closest to the goods receipt/despatch/picking areas.

Picking area

Depends on the dispensing units: if items will be despatched in a smaller packaging unit than they come in, you will need a picking area (bulk construction items such as nails, bolts or medicine, as you will dispense packs or bottles in smaller quantities than the base carton quantity).

Truck docking area

For trucks to station and manoeuvre and offload. Include level docking platform if possible.

Goods receipt area

Estimate its dimensions per the expected incoming volumes: if you expect to receive items in 20-ton truckloads, make sure your reception area is large enough to store the corresponding volume.

Office space

Ensure office space can be isolated from noise and vehicle movements and is ventilated.
A safe path to the office space must be kept clear at all times

Cold chain area

For items which require specific temperature conditions.
Move close to power supply source and ventilation.

Quarantine area

For expired, damaged items or items pending inspection or test results.
Must be lockable.

Goods despatch area

Estimate its dimensions per the expected outbound volumes: if you expect to dispatch items in 20-ton truckloads, make sure your despatch area is large enough to store the corresponding volume.

Packaging materials storage area

Use to store carton boxes, pallets, wrapping and strapping materials.

Sanitary facilities, breakout area

Ensure respect for cultural norms.

Emergency exits and fire fighting equipment

Must be signalled clearly

Security shed/quarter

For security personnel to use during shifts and to store their work equipment. Should be located near the main entrance to the warehouse compound.