



# Peak Season Readiness Checklist:

## Prepare Your Facility, Stock, and Staff for Success



### Facility Readiness

- Inspect HVAC systems to ensure optimal climate control for products and employees.
- Check lighting systems for safety and efficiency (indoor and outdoor).
- Test backup generators and power distribution units.
- Inspect warehouse racking, shelving, and carts for damage or needed upgrades.
- Restock janitorial and maintenance supplies for high-traffic periods.



### Inventory & Supply Management

- Perform an inventory audit to identify critical stock levels.
- Order packaging materials in bulk (boxes, tape, pallet wrap, etc.).
- Confirm supply chain timelines with vendors to avoid delays.
- Set up overflow storage solutions (portable shelving, bins, and containers).



### Material Handling & Logistics

- Inspect forklifts, pallet jacks, and conveyor systems for maintenance needs.
- Review loading dock equipment (dock plates, bumpers, and safety barriers).
- Optimize warehouse layouts for peak picking and packing efficiency.
- Stock safety gear (gloves, hi-vis vests, floor marking tape) for increased activity.



### Workforce Readiness

- Schedule seasonal staffing and cross-train employees where needed.
- Update safety protocols and provide refresher training.
- Set up hydration stations and cooling solutions for worker comfort in summer peaks.



### Customer Service & Front-of-House

- Prepare front-of-house areas with additional seating, signage, and crowd control tools.
- Stock breakrooms and restrooms for higher team occupancy.
- Confirm IT systems are ready to handle increased transactions or traffic.