

FIELD CHECKLIST

Business Overflow Delivery and Site Checklist

A measured route, final placement and delivery acceptance workflow.

THE VERIFICATION GATES

01

Property approval

Confirms landlord, zoning, fire-lane and site requirements.

02

Workplace rules

Control aisles, stacking, handling, access and employee safety.

03

Content requirements

Control food, records, electronics, chemicals and sensitive inventory.

04

Qualified design

Controls structural cuts, electrical work, occupancy and egress.

Planning resource only. Verify the exact container, contents, delivery route, site and current requirements before purchase, loading, modification or use.

Assign the owner. Mark the exception. Record the correction.

A checked box is useful only when the exact site and current condition have been inspected by the person responsible.

01 | Rear-lot placement

Confirm property permission, zoning, fire access and carrier approach before treating an open patch of asphalt as approved space.

☐	Write the intended contents and retrieval frequency.
☐	Measure the exact unit, contents and access route.
☐	Confirm property, carrier and local requirements.
☐	Record the responsible owner and inspection routine.

02 | Commercial delivery route

Schedule a controlled delivery window and have the carrier approve the full route, unload method and final orientation from current photos and measurements.

☐	Write the intended contents and retrieval frequency.
☐	Measure the exact unit, contents and access route.
☐	Confirm property, carrier and local requirements.
☐	Record the responsible owner and inspection routine.

03 | Landlord and zoning

Confirm duration, screening, setbacks, signs, foundations, utilities and contents with the landlord and authority having jurisdiction.

☐	Write the intended contents and retrieval frequency.
☐	Measure the exact unit, contents and access route.
☐	Confirm property, carrier and local requirements.
☐	Record the responsible owner and inspection routine.

04 | Fire lane clearance

Have the authority having jurisdiction confirm placement and clearances, especially when the contents add combustible load.

	Write the intended contents and retrieval frequency.
	Measure the exact unit, contents and access route.
	Confirm property, carrier and local requirements.
	Record the responsible owner and inspection routine.

05 | Pallet and carton layout

Use actual pallet and carton dimensions, keep aisles clear, stack securely and place heavy or slow stock where it will not block fast movers.

	Write the intended contents and retrieval frequency.
	Measure the exact unit, contents and access route.
	Confirm property, carrier and local requirements.
	Record the responsible owner and inspection routine.

06 | Retail seasonal stock

Separate saleable stock from fixtures and returns, label zones by season and protect items according to their temperature and humidity needs.

	Write the intended contents and retrieval frequency.
	Measure the exact unit, contents and access route.
	Confirm property, carrier and local requirements.
	Record the responsible owner and inspection routine.

07 | Restaurant overflow

Use containers for suitable non-food overflow only after confirming sanitation, chemical separation, fire and property rules. Food requires an appropriate approved environment.

	Write the intended contents and retrieval frequency.
	Measure the exact unit, contents and access route.
	Confirm property, carrier and local requirements.
	Record the responsible owner and inspection routine.

08 | Warehouse overflow

Assign locations, receiving ownership, cycle counts and replenishment rules before the first pallet enters the unit.

	Write the intended contents and retrieval frequency.
	Measure the exact unit, contents and access route.
	Confirm property, carrier and local requirements.
	Record the responsible owner and inspection routine.

Do not close an inspection without an owner and date.

DATE	LOCATION / UNIT	EXCEPTION	OWNER	CLOSED

PRIMARY REFERENCES AND LIMITS

Traceable boundaries, not borrowed certainty.

Use the current version of every source and confirm the exact rule with the authority or qualified party that controls the decision.

Hapag-Lloyd container specification

https://static-cf.hapag-lloyd.com/content/dam/website/downloads/press_and_media/publications/15211_Container_Specification_engl_Gesamt_web.pdf

OSHA 1910.176 material handling and storage

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.176>

GENERAL LIMIT

Container specifications vary by manufacturer, type, age and exact unit. Site, contents, climate, carrier equipment and local requirements also vary. This document is a planning aid and does not authorize the exact purchase, site, load, modification or use.