

BUSINESS GUIDE

Business Inventory Storage Planner

A printable framework for contractors, retailers, offices, nonprofits, and regional teams managing overflow inventory.

01 Catalog Record owner, quantity, condition, and storage date.	02 Zone Group stock by function, turnover, or department.	03 Review Schedule counts and remove obsolete material.
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Before choosing space

- ☐ Estimate current volume and expected growth for the next 3-6 months.
- ☐ Separate active inventory from archives, equipment, displays, and seasonal supplies.
- ☐ Identify items that may benefit from climate-controlled storage.
- ☐ Confirm company rules for records, regulated materials, and access authorization.

Inventory control

- ☐ Assign every box, tote, shelf, or pallet a unique location code.
- ☐ Record quantity, owner, last count date, and reorder or disposal threshold.
- ☐ Place fast-moving items closest to the access path.
- ☐ Keep a checkout log for staff removing tools, files, or inventory.

CHECKLIST NOTES

Keep your plan, contacts, and inventory together

Use this page for dates, box numbers, access notes, vendor contacts, or items that need follow-up.

Monthly review

- ☐ Reconcile physical counts with the inventory list.
 - ☐ Inspect containers and shelving for wear or instability.
 - ☐ Remove expired, obsolete, or unapproved materials.
 - ☐ Review access permissions and update the emergency contact list.
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Put overflow space to work for your organization.

Scan to compare business, warehouse, and climate-controlled options in Bristol and Abingdon.

