

Industrial storage planning worksheet

Organize asset details, dates and requirements for a useful storage discussion. Mark estimates and unknown information clearly.

Our Cambridge facility mainly provides designated zones in a shared warehouse. The older building can be cold. Food-related goods are not accepted; vehicles and trailers are generally not accepted.

01 / YOUR STORAGE REQUIREMENT

Company

Planning contact

Preferred move-in date

Estimated storage duration

Reason for storage / what could change the timing?

☐ CNC / industrial machines

☐ Bulk business tires

☐ Non-food pallets / inventory

☐ Other industrial requirement

02 / ITEM INVENTORY

Include units. Add a separate list for more items. Leave unverified weights marked as unknown.

Item / SKU group	Qty.	Overall dimensions + units	Verified weight + source

Packaging, accessories, pallet or rack arrangement

Plan the move in. Plan the move out.

Share these details before transport is arranged. The team must confirm suitability, available space, handling and the commercial arrangement.

03 / ENVIRONMENT AND PREPARATION

Manufacturer requirements: temperature, humidity, preservation, inspection or other needs

Who will confirm requirements and prepare the assets?

04 / RECEIVING, ACCESS AND RETRIEVAL

Carrier / transport contact

Vehicle type, if known

Proposed arrival window

Expected inventory movements

First items likely to leave

Person authorized to approve movements

05 / QUESTIONS FOR THE STORAGE TEAM

- | | |
|--|--|
| ☐ Assets suitable for building, environment and available handling? | ☐ Designated space, layout and any fencing agreed? |
| ☐ Receiving, handling and access inclusions clear? | ☐ Term, extensions and collection arrangements clear? |
| ☐ Photos, specifications and handling documents available? | ☐ Responsibilities and insurance matters agreed? |

READY FOR A STORAGE REVIEW?

industrialspacerentals.com/pricing-availability/

Wait for the agreed storage and delivery arrangements before booking transport.