This checklist details basic requirements for a warehouse. If meeting these basic requirements is not possible, inform the donor in writing of any necessary limitations, and obtain agreement or approval of all waivers in writing.

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| **Location and Access** | |
| ⬜ | Area is above high flood level. |
| ⬜ | Area around the warehouse is free of high traffic, congestion, and high crime. |
| ⬜ | Area is free of contamination from industrial pollution. |
| ⬜ | Proximity to distribution sites is acceptable. |
| ⬜ | Warehouse is accessible to trucks in all weather. |
| ⬜ | Number of routes leading to warehouse is sufficient for exit/rescue in case of emergency. |
| ⬜ | Sufficient labor (skilled and unskilled) exists in the area. |
| **Site Compound** | |
| ⬜ | Compound is on higher ground than the surrounding area, or there are drainage ditches around warehouse to prevent flooding. |
| ⬜ | Terrain is hard-packed to avoid becoming soft and muddy during rainy season. |
| ⬜ | Tall buildings do not surround the site. |
| ⬜ | Sufficient space is available for trucks to maneuver within the compound. |
| ⬜ | If required, sufficient outside space is available to store containers. |
| ⬜ | Compound is protected by a perimeter fence or wall at least three (3) meters high, or there is an acceptable alternative mechanism to control crowds and manage the entry and exit of people. |
| ⬜ | Compound gates are strong, in good condition, and lockable. |
| ⬜ | Facilities are available for security personnel (e.g., guard building and toilets). |
| ⬜ | Compound is well lit. |
| ⬜ | Area immediately surrounding the warehouse is free from bushy vegetation that could conceal intruders, rodents, or combustible substances. |
| **Warehouse Structure** | |
| ⬜ | Floor is solid (preferably concrete) and in good condition. |
| ⬜ | Walls are rodent-proof, and all entry points are sealed. |
| ⬜ | Windows are sufficient to allow for light and ventilation. |
| ⬜ | Windows are secured with bars or grating to prevent intruders from entering. |
| ⬜ | Roof is sound with no evidence of leakage. |
| ⬜ | Warehouse is well ventilated, and vents are screened to prevent entry of birds. |
| ⬜ | Doors are strong (preferably metal) and able to be well secured. |
| ⬜ | Doors are tightly fitted to prevent rodent entry. |
| ⬜ | One door is at least 1.5 meters wide to facilitate the loading/unloading of commodities (ideally, there are at least two (2) loading doors to facilitate simultaneous off-loading and loading). |
| ⬜ | There is no evidence that engine oil products were previously stored in the warehouse (residual fumes can contaminate food commodities). |
| **Capacity** | |
| ⬜ | Storage capacity (volume) is adequate for the maximum quantity of commodity (one large warehouse is easier to control, manage, and supervise). |
| ⬜ | Floor area is sufficient to permit easy stock handling and access to all stocks for inspection and pest control (See **Warehouse Storage Capacity for Commodities)**. |
| **Facilities and Equipment** | |
| ⬜ | Office room or enclosure is available within the warehouse. |
| ⬜ | Electricity is functioning inside warehouse. |
| ⬜ | Water supply and toilet facilities are available. |
| ⬜ | Telephone/internet services are available. |
| ⬜ | Loading docks are present. |
| ⬜ | Pallets are available to ensure commodity is not stored directly on the floor. |
| **Cost** | |
| ⬜ | Rent is comparable to other warehouses in the area. |
| ⬜ | Cost of necessary repairs is supportable by the project budget.  Include estimated costs for:   * Repairs in the perimeter fence or wall to make it secure * Repairs to warehouse structure to prevent entry of water, rodents, and intruders * Provision of facilities (toilets, changing rooms, and office space) required to maintain a conducive working environment for all warehouse staff * Generator and lighting to allow for night work and security * Pallets * Cleaning and spraying/fumigation prior to use |