



AK Material Handling Systems
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Pallet Rack Relocation Project

1. General Information

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Project Location (Current): _____

Project Location (New Site): _____

2. Project Overview

Desired Move Date(s): _____

Deadline/Completion Date: _____

Reason for Relocation: _____

- Facility move/expansion
- Layout reconfiguration
- Consolidation
- Other: _____

3. Existing Rack Details

(Attach drawings or photos if available)

Rack Type(s):

- Selective
- Drive-in/Drive-through
- Push Back
- Pallet Flow
- Cantilever
- Other: _____

Total Number of Bays: _____

Upright Height (ft/in): _____

Beam Length (ft/in): _____

Depth (in): _____

Number of Beam Levels: _____

4. Current Condition of Racks

- Excellent - no visible damage
- Minor wear - repair not needed
- Damaged - repair/replacement required

Notes: _____

5. New Facility Details

New Facility Address: _____

Ceiling Height (ft/in): _____

Floor Load Capacity (lbs/sq ft): _____

Column Grid/Obstructions: _____

Sprinkler System Clearance Requirements: _____

Seismic Zone (if applicable): _____

6. Scope of Work (check all that apply)

- Disassembly of existing racks
- Transportation of racks to new site
- Installation at new site
- Engineering/permit drawings
- Fire code/seismic compliance
- Repair/replacement of damaged components
- Layout design assistance
- Other: _____

7. Materials & Equipment

Will additional racking or accessories be required? (Yes/No)

If yes, specify: _____

Will existing hardware (anchors, bolts, etc.) be reused? (Yes/No/Not Sure)

8. Logistics & Scheduling

Preferred Work Hours (Standard/After Hours/Flexible):

Access Restrictions:

- Loading dock
- Freight elevator
- Security/escort required
- Other:

Special Equipment Needed (forklifts, scissor lifts, etc.):

9. Safety & Compliance

Are permits required? (Yes/No/Unknown) _____

Will the new layout require engineering sign-off? (Yes/No)

Site safety orientation required? (Yes/No) _____

Additional Notes: _____

10. Attachments (check all that apply)

- Floor plans/layout drawings
- Photos of existing racks
- Permit requirements or engineering specs
- Other supporting documents