

# Packing Room Setup Checklist

## Planning, Layout & Safety

Define daily and weekly order volume	
Identify product sizes, weights and fragility	
Plan packing room zones (packing, storage, dispatch)	
Allow clear walkways and safe access routes	
Install safety floor stickers and safety signage	

## Packing Equipment

Packing tables or workstations	
Cartons / cardboard boxes	
Box cutters or knives	
Tape guns or dispensers	
Carton sealing tape / paper or sustainable tape	

## Labelling & Documentation

Plain adhesive labels	
Printed adhesive labels	
Document enclosed wallets	
Label printer positioned near packing stations	

## Protective Packaging & Void Fill

Bubble wrap	
Foam wrap or polyfoam	
Paper void fill	
Kraft paper	
Hivewrap	
Packing peanuts	
Vermiculite	
Air pillows / air cushions	
Foam corner and edge protection	

## Dispensers & Handling

Polythene roll dispensers	
Pallet wrap dispensers or trolleys	
Centrefeed roll dispensers for spillages	

## Shipping & Palletisation

Pallet wrap	
Eco pallet wrap	
Pallet wrap dispensers	
Strapping	
Strapping tools	
Pallet wrap machines	
Strapping machines	

## Machines & Scalability

Heat sealers	
Air cushion machines	
Automatic tape machines (including gummed paper tape)	
Automatic pallet wrappers	
Cardboard shredding machines for waste reuse	

## PPE & Workplace Safety

Hi-vis clothing	
Steel toe-capped safety boots	
Disposable gloves	
Protective clothing or coveralls	

