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Peak Readiness Checklist for Distribution Centers

Ensure Your DC Equipment is Ready for Peak Season

Email to Aftermarket
Services

CONVEYORS

- ☐ Check belt tension and alignment
- ☐ Inspect motor and gearbox for wear
- ☐ Verify emergency stop functionality
- ☐ Clean rollers and remove debris

Location	
Date	
Model	

SORTERS

- ☐ Calibrate sensors and diverters
- ☐ Test sortation logic and timing
- ☐ Inspect moving parts for wear
- ☐ Check for software updates

SYSTEM INTEGRATION

- ☐ Test WMS/PLC communication
- ☐ Review error logs for anomalies
- ☐ Validate data flow between systems
- ☐ Check network connectivity

SCANNERS

- ☐ Verify scan rate and accuracy
- ☐ Clean lenses and check alignment
- ☐ Update firmware if needed
- ☐ Test integration with WMS

SPARE PARTS INVENTORY

- ☐ Test WMS/PLC communication
- ☐ Review error logs for anomalies
- ☐ Validate data flow between systems
- ☐ Check network connectivity

PRINT & APPLY UNITS

- ☐ Check label print quality
- ☐ Clean print heads and rollers
- ☐ Verify label placement accuracy
- ☐ Ensure label stock is sufficient

PREVENTATIVE MAINTENANCE

- ☐ Review last service dates
- ☐ Schedule upcoming maintenance
- ☐ Document completed tasks
- ☐ Verify technician availability

Notes: _____



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