

# **THE ULTIMATE BUYING GUIDE FOR MOVING MATERIAL TO AND THROUGH YOUR FACILITY**

**U**sing the wrong equipment to move products in, out, and around your facility costs you time, and that time adds up quickly. Don't forget the injuries and product damage that can result, too. This doesn't have to be the case. Having the right products and systems in place, and training your team to use them, is the best way to ensure speedy, smooth, and safe material handling at your facility.

In this guide, we'll show how Global Industrial can help your team find the material handling products it needs to keep business on track.





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# MOVE: PALLET JACKS, HAND TRUCKS, CARTS, AND MORE

Pallet jacks, hand trucks, and carts can make easy work of moving inventory, supplies, and prepared orders into, around, and out of your facility. While you may have one or more of these pieces of moving equipment on-hand, they each bring different advantages. Which one you pick for a task depends on the size and weight of the item or items to be moved, and where they're going. Knowing the differences between each piece of equipment can help you decide.

## **Pallet Jacks.**

These carry pallet-sized loads horizontally on long forks. They're more affordable and easier to maneuver than forklifts, though they can't carry as heavy of loads. Some pallet jacks require OSHA training to operate. Operators can use pallet jacks to raise materials from a few inches off the ground to several feet.

## **Platform Trucks.**

The flat deck of a wheeled platform truck allows easy transport of bulky objects, several differently sized objects, as well as large loads. Deck material options including steel, aluminum, plastic, and wood are available to suit the application, while a wide, cross-braced handle provides leverage. Work-height deck options are available.





## **Tuggers.**

Motorized tug vehicles are designed to help reduce the strain of pushing and pulling large loads. They can be used to pull multiple trailers or carts simultaneously, affording increased efficiency by moving a large amount of material with minimal effort from your team.

## **Hand Trucks.**

These upright movers are designed for smaller loads than pallet jacks typically carry. The base of a hand truck is shorter than a pallet jack; it sits upright and transports material on a small base plate. Need to move products up stairways? There's a hand truck for that, too.

## **Carts.**

A standby for moving lighter objects or loads made up of many small components, industrial carts can be used for a wide range of functions. Consider specialized models for mail delivery, transporting janitorial supplies, and relocating inventory, among other unique uses.

## **Need an adjustment?**

Hand trucks and pallet jacks come in adjustable models that give users extra versatility. Some hand trucks convert into platform trucks, while portable and folding options can be easily moved where needed or stored away. Adjustable pallet jacks can handle a wide range of jobs by letting users choose the fork width and length they need.



## WHICH ONE IS RIGHT FOR THE JOB?

Consider these features when deciding whether a hand truck, pallet jack, or cart is a better fit for what you need to move.

	Base Type	Load size range	Powered options?
Hand Truck	Plate	275 - 1,200 lbs	Yes
Platform Truck	Deck	1,000 - 2,000 lbs	Yes
Tugger	Hitch	1,500 - 5,000 lbs	Yes
Pallet Jack	Forks	2,200 - 5,000 lbs	Yes
Cart	Shelf	26 - 5000 lbs	No

\*Note: If your pallet loads typically exceed 5,000 pounds, a forklift is best. Trying to move a load heavier than the max rated capacity on any of these continuously is not only bad for your equipment, but it is dangerous and puts your employees at risk. You might choose the heavier duty equipment if you need to move a lot of loads quickly and at max weight.



## STORE: STORAGE AND SHELVING

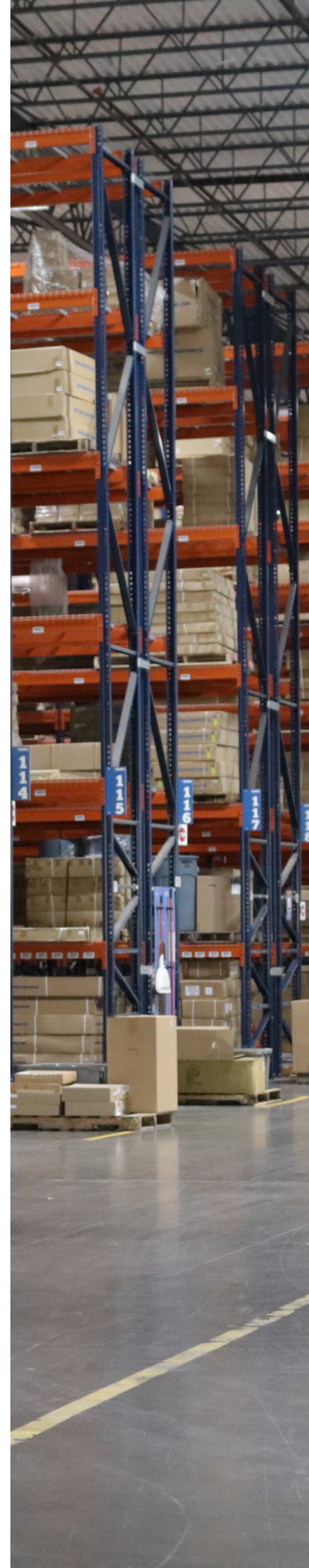
You've moved inventory, supplies, and other materials off the truck and into your facility's staging area—now what? Having the right storage and shelving options ensures these products end up where you need them to be, when you need them, and are protected from damage, theft, and loss. Being aware of your options can help your team pick storage and shelving that not only meets your needs today but can grow along with your business.

### **Pallet racking.**

Designed to hold palletized material, these durable, heavy gauge steel systems can be adjusted based on the size of materials you're storing. Uprights and beams provide the height and width of the assembly, while decking, cross bars, and dividers offer additional stability and support for a variety of pallets, boxes, and storage bins and containers.

### **Shelving and cabinets.**

Store boxes, bins, and standalone goods on shelving or in cabinets. Open units afford easy access and visibility while closed units add security. Think strategically when choosing shelves: Wire shelves offer airflow, while solid shelves can contain spills and help keep items upright. High density storage units save on space and allow for faster and more accurate order picking.



## **Bins, totes, and containers.**

Storage systems are often incomplete without an additional layer of containment. This not only helps with organization, allowing pickers and other team members to easily find what they need. Storing goods in bins, totes, and containers also can protect products from environmental damage, loss, and contain spills and breakage. Bin cabinets let you store many smaller items together.

## **Labels and label holders.**

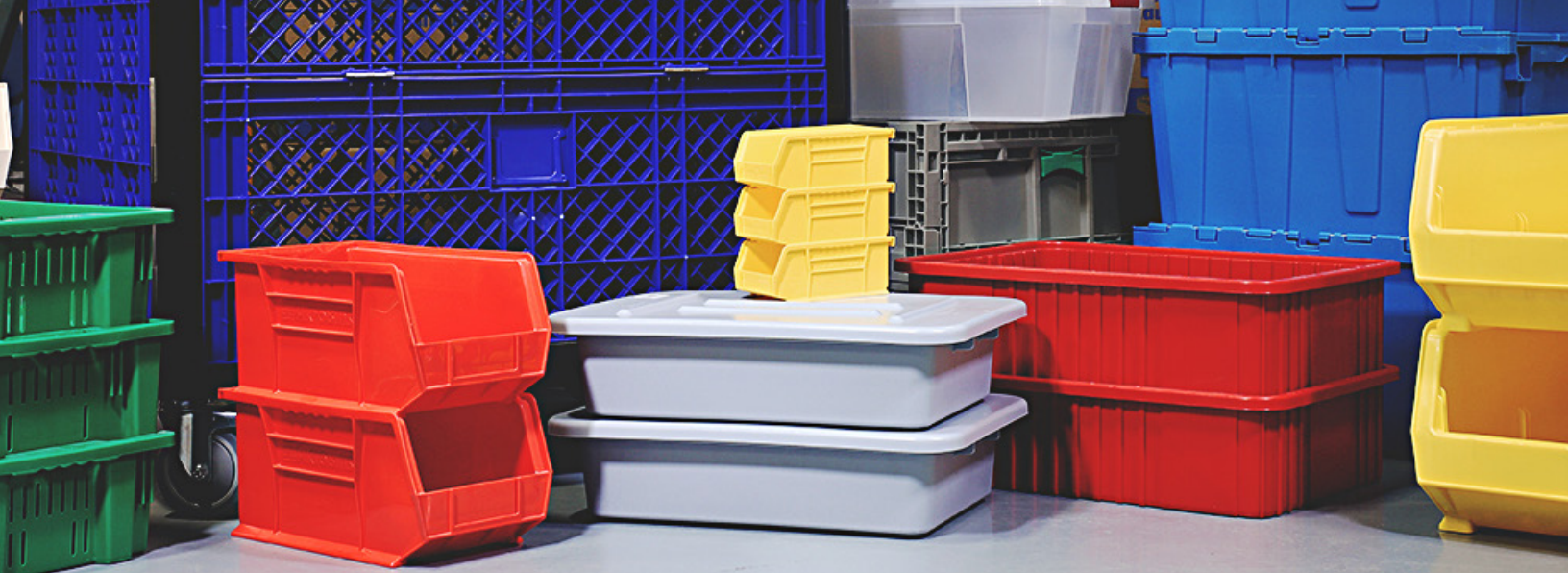
Proper labeling of shelves is critical for efficient and accurate picking. Ensure labels are applied consistently across the facility, and that they are placed in the same spot on each unit of storage. Remove or sufficiently cover old labels to avoid confusion and scanning errors.

### **PRO TIP:**

Use 5S and critical inventory management practices to optimize your facility for quick picking. Store fast-moving inventory at the front of the warehouse in easy-to-reach spots and locate slow-moving inventory further back and higher up to make the best use of your footprint.







## One bin, many uses

The jack-of-all-trades storage bin finds purpose across your facility. Here's a look at how bins can be used at each step of the order fulfillment process.



### Ready

Nested for easy storage, bins stay tucked away until you need them.



### Intake

When the truck rolls in, bins are ready to collect inventory as it is unpacked.



### Storage

Crew members transport the filled bins to storage, where inventory is moved from the transport bins to bins already on the shelves.



### Picking

Pickers remove inventory from the shelved bins and place it into bins that correspond with orders being fulfilled.



### Fulfillment

The packing team removes inventory from pickers' bins, compiles orders, and places those packages in a new bin that will travel to the shipment staging area.

## SHIP: PACKING SUPPLIES

Order fulfillment can feel like a marathon, and these days the pace is picking up with no finish line in sight. We can't slow down the supply chain, but we can provide ideas and products to help you keep orders moving out as fast as they're coming in.

### Create a dedicated workspace.

Designate a location for packing activity that has the amount of space and type of supplies needed. This is central to lean and critical inventory management, as it can improve efficiency and help you fulfill orders faster. Your ideal packing station can be customized with power outlets, task lighting, monitor and fan mounts, as well as easy-reach storage reels, bins, shelves, and cabinets. Choose an adjustable-height model so your setup is flexible as your needs change.

### Equipment.

Need to seal cartons? Shrink wrap pallets? Weigh a heavy load? We have what you need to get the job done with carton sealing and stretch wrap machines, heat guns, as well as a range of scales. Don't forget bag sealers, barcode scanners, dispensers for labels, rolls and tape, along with carton staplers, bag inflators, and more.

### Packing supplies.

From boxes and shipping crates to envelopes, mailers, and protective packaging, we have you covered. Remember to stock up on tape, staples, labels, and barcodes.





## Pick your pallet

Pallets aren't only for storage. If your business ships palletized materials, it's important to know your options to ensure safe transport from your facility to your customers.

### Size

Pallets come in many sizes, but the most widely used are:

**48" by 40":** The most common option. Used to transport and store a wide range of materials.

**42" by 42":** Often used for telecom or paint and coating storage and transport.

**48" by 48":** Are typically used for transporting drums.

### Material

**Wood** is the most popular pallet material, but it's not the only option: Second in popularity to wood, **plastic** pallets are longlasting, easy to clean, and resist insects and rot.

**HDPE** offers the strength of plastic while being recyclable.

When durability and fire resistance is important, look to **metal** pallets. Choose from lightweight aluminum and heftier steel options.

Consider **pressed wood** pallets for their light weight and easy disposal.

### Type

How you plan to ship and store your pallets should also factor into your decision:

**Stackable** pallets feature bottom runners and frames that let you stack multiple loaded pallets to reduce your storage and shipping footprint.

**Nestable** pallets fit inside one another for easy storage when they're not in use. Ideal for operations where storage space is at a premium.

**Drum** pallets are designed to safely move large and heavy drums of oil, chemicals, and other liquids.

### Buy or Rent?

Renting may make sense for operations that rarely use pallets but owning them has advantages. Here are a few:

There's no need to return the pallets after use, **taking an item off your to-do list.**

When an extra-large order is placed or you need to move a big piece of equipment, having a few pallets handy lets you **get the job done faster.**

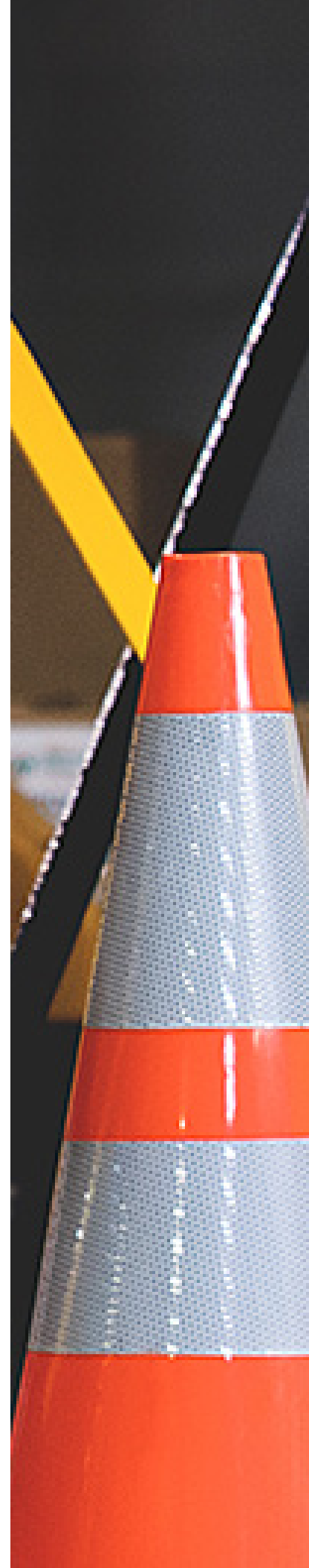
You can **avoid surprise fees** and other costs that come from having to procure pallets at the last minute.

## SAFETY FIRST

**Process changes and equipment upgrades that don't keep worker safety in mind aren't doing your business any favors.**

Workplace injuries offset gains in efficiency and erode trust in your organization from within. Thinking critically and broadly about safety concerns when making any process or equipment change can reduce the risk of injuries on the job, letting your operation reap the full benefits of the improvements you're making. Keep these considerations in mind:

- Is PPE available in sufficient volume and the right sizes, and is it matched to the hazards of your work?
- Do you have fall protection in place for workers moving material at heights or near dangerous equipment or holes?
- Are workers protecting their feet from rolling carts and other equipment by wearing steel-toed shoes?
- Is your team using correct cut protection processes and equipment when opening boxes?
- Do you have the right safety equipment for your loading docks?
- Do you have signage and warning systems to keep pedestrians and industrial trucks protected?





# ESSENTIAL PRODUCT CATEGORIES FOR YOUR FACILITY



**Material Handling**



**Pallet Jacks & Trucks**



**Packing & Shipping Equipment**



**Packing & Supplies**



**Safety & Security**



**Janitorial & Facility Maintenance**



**Workbenches & Shop Desks**



**Storage Bins & Totes**



**Storage & Shelving**

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## TUNE UP YOUR MATERIAL HANDLING WITH GLOBAL INDUSTRIAL

### Ready to dial in and scale up?

Contact Global Industrial's product experts today for help picking the right equipment and supplies to keep your material handling and order fulfillment processes running as fast and efficiently as you need them to.



# LEARN MORE AT GLOBALINDUSTRIAL.COM



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