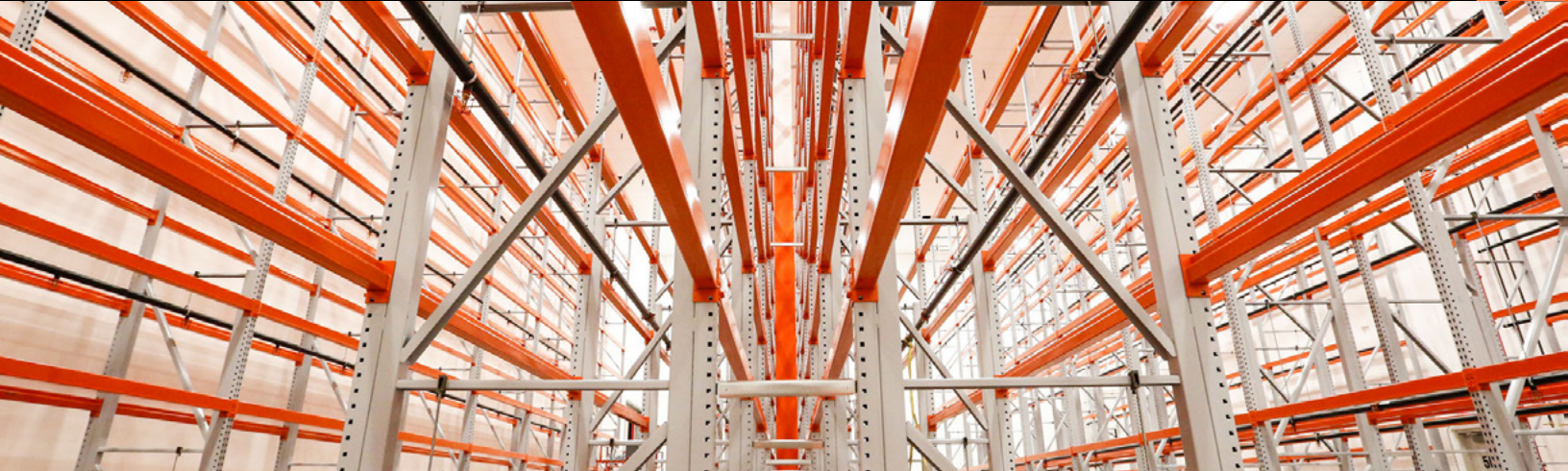


# SELECTIVE RACK INSTALLATION CHECKLIST

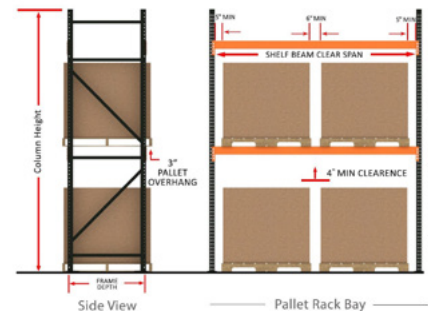


## Steps & Tips for a Successful Selective Rack Installation

Selective pallet rack is a multi-level storage system that stores pallets single deep and multiple levels high. The main components are upright frames connected by front and rear shelf beams. Pallets are placed directly on the beams. The addition of pallet supports adds an extra measure of safety and support, while wire decking provides a full surface area for storing non-palletized inventory. Learn how to correctly assemble these rack components with the pallet rack installation steps detailed below.

### Tools Needed

- Tape measure
- Chalk
- String line
- Level
- Permanent marker
- 1/2 inch anchors
- Mallet
- Safety pins
- Shims
- Hammer drill



**Staging Your Pallet Rack** - Designate an area to keep components together. Confirm receipt of all items and check for transit damage. Immediately order missing or damaged components.



# SELECTIVE RACK INSTALLATION CHECKLIST

Confirm the concrete slab meets the 6" minimal requirement for anchoring the rack.

Review installation plans to confirm all obstructions are noted --columns, lighting, utility equipment, sprinklers.

**Begin the Build** - Snap a chalk outline of the starter bay marking the down-aisle length. Use the front column for reference and ensure the aisle width allows sufficient forklift turn radius.



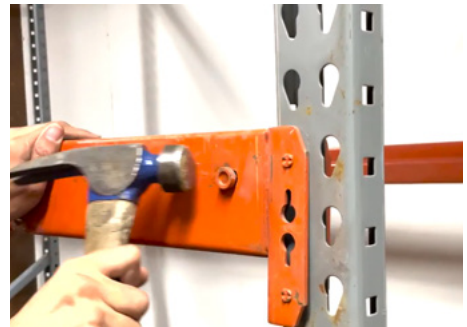
A minimum of two workers and certified forklift operator are required.

Install the first two uprights along the chalk line and at the bay width indicated on the installation drawings.

Mark uprights in the starter rack section to indicate beam levels



Install the beams at the marked locations starting at the bottom rear position, moving up to the top rear position.  
 Hook the beam connectors into the teardrop openings along the uprights. Tap into place with the mallet and lock with the safety clip.



# SELECTIVE RACK INSTALLATION CHECKLIST

- Install the front beams starting at the top and working down. Secure the beam connectors with safety clips.

- Confirm the rack is plumb and level, then tighten the connections. Diagonal post-to-post measurements within the bay should be equal near the ground and the top of the uprights.



- To level the uprights, insert shims between the baseplate and floor. Shim size should be equal or greater than the baseplate. See RMI guidelines for stacking shims. Make sure all bays are plumb before anchoring.

- Column protectors must be anchored separately, and every baseplate must have at least one anchor –the number and size of the anchors will be on the plans. Extra holes in the baseplate allow for re-anchoring if one is damaged or bent during installation.



- Confirm the starter bay is installed correctly, then build out the additional bays — continue to confirm each is plumb and level before moving on.

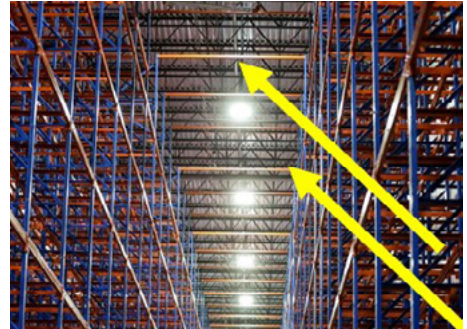
- Building Back-to-Back Rows** - Use row spacers to secure back-to-back rows ensuring 12" of open (flue) space between. Attach first row spacers at the 2nd horizontal brace on the upright (approx. 48" to 60" high). Add spacers at every horizontal brace to the top of the upright.



# SELECTIVE RACK INSTALLATION CHECKLIST



**Single Rack Rows** - Building a rack row against a wall still requires a flue space. It is not recommended to secure the rack to the wall with wall ties unless the building engineer has approved it. Instead, use overhead row ties to connect to an adjacent rack system. Overhead ties can also help support proper frame alignment.



**Pallet Supports & Wire Decking** - If the system includes pallet supports or wire decking, follow the manufacturer's guidelines for installation. Never stand on wire deck or pallet supports.



**Load Plaques** - Affix load plaques on each aisle. If the rack structure differs from the original design, the load plaques must be updated.

## Final Inspection Checklist



- Compare final build to drawing.
- Confirm rack is plumb.
- Check beam connections are secure.
- Check anchors are secure.
- Apply load plaques.
- Provide drawings to warehouse management.
- Complete touch-ups.



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