

Luggage Storage Planning Checklist

01 Cabinet measurements and fit evidence

Project / site: _____ Owner: _____

Cabinet model: _____ Drawing revision: _____

Measured by / date: _____ Unit used: _____

Evidence status: No verified GEELYE luggage-cabinet dimensions are supplied. Complete the fields from the selected cabinet and a real bag trial. Blank fields mean unresolved, not approved.

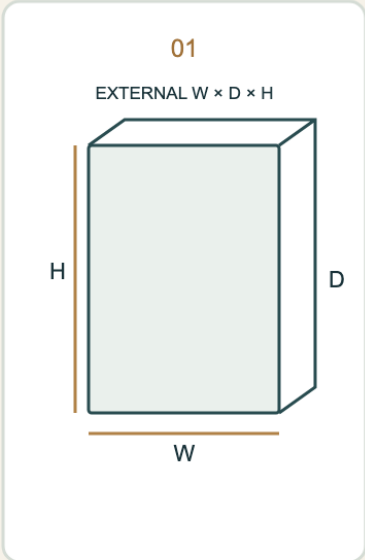
Measurement / evidence	Recorded value or document reference
External width x depth x height	_____
Internal clear width x depth x height	_____
Clear door width x height; threshold	_____
Door swing / drawer extension; handling area	_____
Shelf load / fixing instructions; source	_____
Test bag incl. wheels / handles; orientation	_____
Dated photos; insertion / closure / removal result	_____

Measure the usable space

Measurement guide only • All numerical values to be verified

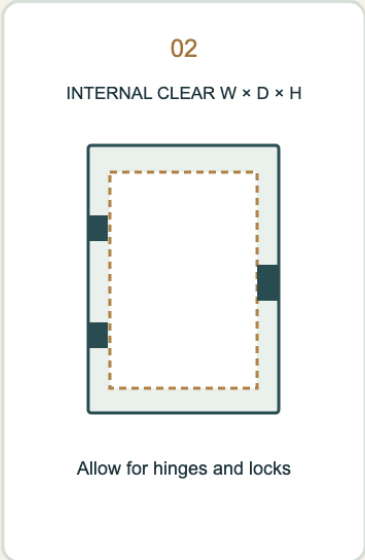
01

EXTERNAL W × D × H



02

INTERNAL CLEAR W × D × H



03

CLEAR DOOR OPENING



Test the actual bag • Show door swing on the plan

Measurement guide only. Not a product drawing. Confirm dimensions after fittings are installed.

Luggage Storage Planning Checklist

02 Capacity, custody and collection

Service owner: _____ Review date: _____

Peak simultaneous holding worksheet

Count bags or usable positions consistently. Separate categories that overlap; do not count the same capacity twice.

At the chosen peak time	Bag positions / assumptions
Occupied overnight storage	_____
Early-arrival bags	_____
Post-checkout bags	_____
Total simultaneous demand + agreed reserve	_____
Actual usable small / large-bag positions	_____

- ☐ **Define service rules** - Eligibility, hours, any fee, deadline, prohibited items and full-capacity response.
- ☐ **Identify accepted bags** - Unique reference, bag count, position, deposit time and expected collection.
- ☐ **Issue a matching claim record** - Label each bag; avoid public display of names and room details.
- ☐ **Verify collection** - Match reference and original record; confirm bags and log release.
- ☐ **Handle a lost claim record** - Pause release; supervisor follows documented alternative verification.
- ☐ **Control locker access** - Assignment, expiry, lost key/code, staff override and reset between guests.
- ☐ **Handover unresolved items** - Record overdue collections and follow the uncollected-property procedure.
- ☐ **Explain limits honestly** - No theft-free guarantee; state valuables policy and incident reporting route.

Open decision / owner / due date: _____

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03 Zoning, circulation and opening trial

Concept only: separate luggage area, staffed handover and independent access to pods.
Not to scale. Not an approved escape plan. Replace with the surveyed site layout.



- ☐ **Mark all four storage uses** - Personal items, everyday lockers, large bags and temporary holding.
- ☐ **Draw the operating envelope** - Open doors, drawers, the person handling a bag and the waiting queue.
- ☐ **Review actual routes** - Pod access, cleaning, building equipment, accessibility and escape requirements with the responsible local designer.
- ☐ **Provide usable access** - Avoid high lifting of heavy bags; provide an accessible alternative.
- ☐ **Run a staffed trial** - Early deposit, large case, two collections, missing claim record and late pickup.
- ☐ **Record corrective actions** - Issue, responsible person, due date, dated photo and approved plan revision.

Trial date: _____ Layout revision: _____
Reviewed by: _____ Outstanding action: _____

Planning tool only. This blank checklist is not an inspection report, a cabinet fit certificate, a building approval or a guarantee against theft. Obtain the missing evidence before making a fit claim.