

- Kitting Area – The kitting area is essential to driving wrench time. This is where all job bins are stored for upcoming work. The kitting area should be large enough to hold 7 days of work. There may also be temporary kitting or lay down areas defined prior to major shutdowns.
- Shipping Area – Is used to secure parts that are being shipped out for repair or transfers to another site. Since there is not a lot of shipping in a storeroom, it may only be a single shelf and a small area for a pallet.
- Quarantine Area – Is a holding area for damaged or out of specification materials. This material may be awaiting refurbishment (done internally or externally), or for those materials being returned to the supplier for which authorization has not yet been received. The quarantine area may also hold parts that are awaiting disposition. The quarantine area should be further secured to prevent the accidental introduction of parts back into circulation.
- Returns Area – This is a small area outside of the storeroom that is used to hold parts being returned to the storeroom. This area ensures all parts being returned to the storeroom are done in a controlled manner. This also ensures all parts are tested / verified good, and stock levels updated prior to going back on the shelf.
- Lubricants Area – This is often an overlooked area that requires special attention. The lubricants area should be controlled to prevent wide temperature fluctuations, contain any spills, and prevent debris from contaminating the storeroom. Generally, this is a specific room within the storeroom.
- Tools/Equipment Area – This area is used to store all special equipment and tools. This guarantees all expensive and special tools are signed out, returned, and inspected for damage. It also provides a means of verifying that tooling is within calibration requirements prior to being issued.
- Consumables Area – This area houses all consumables that may be managed by a vendor. Since consumables are not typically signed out to a job, the area is best placed outside of the storeroom for easy access.

This covers all the potential areas in a storeroom, in addition to the actual storage area. By having clearly defined areas, the storeroom will be well organized. It is important to choose where these areas are located to facilitate a smooth material flow.

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White Paper

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The Storeroom Layout: Setting Yourself Up For Success Part 1





APPLIED SKILLS

- GRAPHICAL ANALYSIS.
- PROJECT CHARTERS.
- BUSINESS CASE DEVELOPMENT.
- ROOT CAUSE ANALYSIS.
- FAILURE MODE & EFFECTS ANALYSIS.
- PROCESS MAPPING.
- WORK PLANNING & SCHEDULING.
- BACKLOG MANAGEMENT.
- STANDARD WORK INSTRUCTIONS.
- PM EVALUATION & OPTIMIZATION.
- RELIABILITY MODELING.



Abstract

You begin your day by looking for a part in the storeroom. You are looking for a common bearing used on multiple pieces of equipment. You look up the part in the CMMS, you have 2 in inventory it says, but it does not have a bin number associated with it. You walk into the storeroom and begin going through the “bearing section”, but the bearing you want is not there. You wander around the storeroom and find it buried in another equipment specific drawer, unwrapped, dirty and possibly used. Is this the best way to organize materials?

The physical layout of the storeroom is an important factor in gaining increased productivity, not only within the storeroom but within the entire maintenance department. Properly organized, the storeroom should facilitate smooth material flow and provide the ability to detect when things are out of place.

The Storeroom Layout: Setting Yourself Up For Success Part 1

Setting up or organizing a storeroom is a major undertaking, but it can dramatically impact storeroom efficiency and Maintenance labor utilization. Sadly, many storerooms are not organized properly and are forced into specific accommodations. Armed with some basic information, you will be able to setup a proper storeroom.

Storeroom Requirements

Before we begin to organize the parts in the storeroom, we need to setup the storeroom for success. There are some basic things that must be incorporated into any storeroom:

- Secure – The storeroom needs to be secure to prevent unauthorized personnel from accessing the material. This is best accomplished with the use of swipe card access. This will allow the site to monitor who enters the storeroom.
- Size – The storeroom should be large enough to stock all parts and not exceed 85% capacity. This will allow for the addition of parts in the future.
- Lighting – The storeroom should have lighting that will be at least 150 lumens between the shelves.
- Aisle Spacing – The spacing between aisles for people access should be at least 42” wide, while aisles for lift trucks should be at least 12’.
- Visual Factory – The storeroom should be organized using the principles of 5S. It should be organized using visual controls to easily identify when things are out of place. For example, red floor markings indicate nothing should be placed in that area, blue is for walkways, and yellow for staging areas.

Areas in a Storeroom

To keep a storeroom organized and facilitate a smooth material flow, there needs to be designated areas in the storeroom for specific purposes. These areas include:

- Receiving Area- This is where parts are staged when delivered by the vendor. The initial incoming inspection should take place here. The receiving area should be large enough to hold an average day’s receivables. Generally, a space of 2-4 pallets is enough.



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