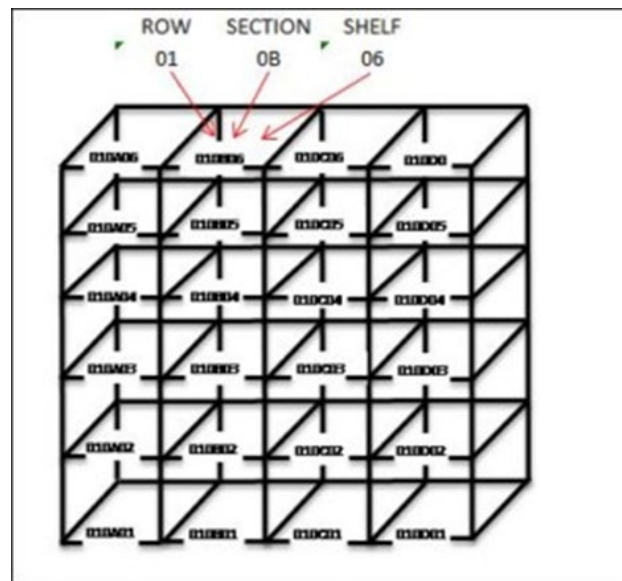


White Paper

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Additional Considerations

There are a few additional considerations that one must consider when laying out a storeroom:

- Bin and Shelf Labeling – You must have a systematic way of locating the parts. This is where numbering the rows, shelves and bins comes into play. It is not difficult to develop a system, but just be sure it is applied consistently. For example, are the shelves counted from the bottom or top? Are the rows from left to right, or right to left? What about the bins in a drawer? Be sure to establish a standard for all and follow it.
- Technology – Will handheld bar code scanners, fixed scanner, or RFID be used? Depending on which technology is selected, the layout or ideal placement of the devices may need to change. Technologies help manage the transactional processes in the storeroom more accurately and efficiently.
- Visual Management – Will any parts be managed via a KANBAN system? Where will the storeroom KPI's be displayed? How will out of stock issues be flagged? These are all opportunities that can be managed by using a visual approach, so be sure to consider them in your storeroom design.

Laying out the storeroom is an essential step towards building a world class storeroom. Be sure to take the time and do it properly as the benefits will be realized quickly.

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Principal Instructor
Eruditio, LLC



The Storeroom Layout: Setting Yourself Up For Success Part 2





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 2

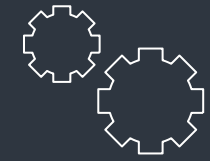
Setting up or organizing a storeroom is a major undertaking, but it can dramatically impact storeroom efficiency and Maintenance labor utilization. Sadly, many storerooms are not organized properly and are forced into specific accommodations. Armed with some basic information, you will be able to setup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

Storage Solutions in a Storeroom

There are many different options to store parts in a storeroom. Selecting the right storage solution highly depends on budget and space constraints within the storeroom. Storage solutions may include:

- Pallet Racks – Primarily used for storing large, palletized components which need to be accessed by lift trucks.
- Modular Drawers – Consist of locking or non-locking cabinets. These are highly configurable and most often suited for small and medium sized parts. Modular drawers also provide a level of protections from contamination.
- Open Shelving – Often one of the cheapest ways to store parts. These are highly configurable, but do not provide any protection against contamination.
- Vending Machines – A great approach for consumables or those small parts which need a level of control to prevent loss. These are ideal for Vendor Managed Inventory (VMI) schemes, and can be configured to automate receiving, issuing and purchasing consumable items.
- Part Carousels – A great solution for space constrained storerooms. They track access and can be installed to take advantage of the vertical space available to a storeroom.

Once the storage solutions have been selected, it is vital to confirm that the parts are organized on the shelves to prevent any injuries. Ideally, heavy parts will be placed midway up the shelving units, with the lighter materials at the top or bottom. By vertically organizing a storeroom, you will prevent injuries. Another consideration for the vertical organization is how will the parts on the top shelf be accessed? Will it be a rolling ladder, man-lift, or will you only use a lift truck?



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