



HalenHardy®

Fleet Survey Organization Checklist



When your office is a mobile workspace, you need to find ways to maximize that space. Even if you have a ladder rack, tool bins, or slide out drawers you probably never have enough room for all your stuff! Whether you have a single work truck or an entire fleet of vehicles– the key to productivity is organization.

In fact, organization has become such a challenge for tradespeople that entire systems have been developed just to help manage your organizational woes. They go by fancy names such as Six Sigma and 5S. The goal is to increase your production, decrease your waste and make your job a lot easier.





Here's your Fleet Survey Organization Checklist:

- ❑ **Identify problem areas that could be slowing down production.**

Talk to employees about the common issues they face every day. Are misplaced tools a pain point? Do they struggle with having room to store tools, equipment and supplies?
- ❑ **Prioritize high importance supplies.**

Are tools used for high frequency tasks kept adjacent to the work area? Is storage ergonomically friendly? Do emergency systems get buried behind the clutter?
- ❑ **Get rid of the junk!**

Take a look at your vehicle and decide what can stay and what can go. If you aren't sure about a specific item, just "red tag" it for later. You can decide later if it's essential and needs to be sorted or if it can be thrown away.
- ❑ **It's time to clean house!**

Once all the clutter is removed, it's time to clean. Take the time to regularly clean the inside and outside of your work vehicle. A clean workspace allows you to spot areas or equipment that may be in need of repair or maintenance. Bonus—a clean space inspires a sense of pride and investment in your job.
- ❑ **Organize your tools.**

Designate specific areas for equipment, tools and supplies. Think about how your team uses them and how they should be stored. Items that are used for similar tasks should be housed in the same location. And, items that are seldom used can be stored back at the facility.

 - Find hidden storage spaces such as under or behind seats or in seatbacks.
 - Use cabinets to store expensive or delicate items.
 - Use drawer inserts or bolt bins for loose hardware, replacement parts or small tools.
 - Shadow boards are a great way to make sure tools can be easily located.
 - Interior doors are also great real estate for racks or shelves.

❑ **Create a Standard Operating Procedure.**

Create a documented process that everyone understands to minimize any miscommunication.

Because the nature of your work is often fast-paced, visual cues like these are a handy way to quickly communicate processes.

- Labels
- Tags
- Signs
- Posters
- Magnets

❑ **Make it part of your company culture.**

Instead of thinking about cleaning and organization as yearly *spring cleaning*, make it a habit. Train workers, especially new hires on the organization processes you have established. Do regular inspections and reward involvement. Make it fun with games and prizes and involve the entire company from upper management to field techs.



Sometimes when we face challenges at work, the solutions are right under our noses. If you struggle with limited space for supplies then you need to have an organization process in place. By following this simple checklist and using some of these best practices you should see reduced waste, increased productivity, happier employees and a safer work environment.

Improve your processes and drive performance with solutions that work.

At HalenHardy®, we strive to find solutions to your crappiest problems. And if we can't find an existing solution, we'll create one for you. If you need help finding the right solutions for your needs, just ask!



HalenHardy®

HalenHardy.com

421 Main Street, Bellwood, PA 16617
Telephone: 1.844.774.5587