5S ROOM **REORGANIZATION** GUIDE

Design or reorganize your industrial supply rooms with products from Akro-Mils!

A well-organized supply room is critical in any production setting. Extra time spent by staff searching for supplies can affect your workflow and productivity. Akro-Mils has designed a variety of solutions to assist you in the planning and implementation of a 5S process that will reorganize cluttered, unsafe and disorganized supply rooms, improving product visibility and decreasing retrieval time.

Using these easy-to-follow steps, your supply room reorganization team can get you started immediately on your 5S plan!

5S — Sort, Set, Shine, Standardize, Sustain — LEAN

STEP 1: Appoint a leadership team of 3 to 5 diverse members that will work together in the decision-making process to make the project a success. It is recommended that the team have representation from materials management, purchasing, representatives from areas using the room, and your Akro-Mils distributor contact.

STEP 2: Assess the current supply room situation throughout your facility.

- Survey employees about the current supply room set-up: What supplies are easy to retrieve, what items are hard to find, and how much time does it take for them to find supplies. Be sure to ask staff members how they use the supply room. Are similar items placed near each other so they are easier to gather? What items are needed most frequently?

- Assess the current shelving units in use. Will these units remain, or need to be replaced?

- Examine the need for a color code system for your supply rooms. Is there a color code system currently in use? Would it be beneficial to create a new one or revise a current one? A color code system could be developed using different bin colors or different color labels on the front of the bins. Akro-Mils has the largest color selection available for storage bins. A color code template is available for use in your facility. You can modify this chart, or create your own.

- Assess the use of all departments that might store items in the supply room. Are items mixed together? Are they clearly separated and labeled?

- Does it make sense to implement a **Kanban system** to reduce or eliminate stock-outs?

STEP 3: Sort the items in your pilot program supply room, which is **5S Step 1: *Sort***. Place supplies in groups of like items. Items that are used the most should be noted in the plan. These items should be stored at a height from waist to shoulder to prevent employees from having to constantly bend or stretch. Review inventory levels and determine the appropriate size bin or container for all supplies in the room. We recommend using Akro-Mils bins and containers on shelving units and louvered panels.

STEP 4: Measure the supply room and note any special circumstances. For example, is the shape of the room unique, are there columns or are there items in the room that take up a lot of space such as gas cylinders? Using a whiteboard or pen and paper, try different arrangements of shelving or racks, or ways to use louvered panels to maximize your storage capacity. Looking at the range of possible room configurations, determine the best plan for the supply room space. Be sure to review this preferred arrangement with team representatives to ensure agreement and their ownership of the new plan.

STEP 5: Determine the optimal date and time for your pilot supply room reorganization. Many facilities operate more than one shift, so try to schedule this during a slow period if possible.

STEP 6: Prepare labels or labeling system for bins and shelving units in advance of your reorganization day.
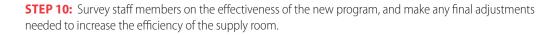
STEP 7: Organize your existing and new shelving, and install your louvered panels. If louvered panels need to be installed, it may be necessary to have the maintenance department install them. Please remember to follow Akro-Mils assembly instructions when installing louvered panels.

STEP 8: Tackling one area of shelving or louvered panel at a time, reorganize your supply room using the information gathered in Steps 2 & 3. As part of the room reorganization, you will also perform the next 2 steps in the 5S process: **5S Step 2: *Set In Order***, which involves putting items in their proper place with easy access and identification. Shadow boards, labeling and color coding are all effective ways to set your supply room in order. **5S Step 3: *Shine***, refers to the ongoing cleaning, inspection and maintenance plan created to keep your workspace neat and all supply room equipment in working order.

STEP 9: Speak to pertinent employees about the layout of your newly reorganized supply room. Label and explain color code categories, point out locations of frequently used items, and inform all departments and shifts about the changes.

STEP 10: Survey staff members on the effectiveness of the new program, and make any final adjustments needed to increase the efficiency of the supply room.

STEP 11: Now is the time to ensure that the final steps in the 5S process are adhered to. **5S Step 4: *Standardize***. Make sure the 5S schedule and checklist are clearly posted and followed daily. **5S Step 5: *Sustain***. All staff members must be dedicated to sustaining 5S in your facility.

STEP 12: Create a plan to convert the remaining supply rooms in your facility, with this newly reorganized room as your guide. Invite managers and employees from other shifts to help to communicate the benefits of reorganizing supply rooms and gather feedback on the reorganizing process.

Using the 5S process, and Akro-Mils products, you can transform a difficult and frustrating supply room system to one that is clean, organized, and a benefit to your employees and to your bottom line.

To learn more about 5S, visit our website: akro-mils.com/Resources/5S-Lean

For additional guides and resources, visit our website: akro-mils.com/Resources/Guides

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