

# Rationalise storage space within the Improvement Hub

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## Abstract:

Following relocation to the Improvement Hub in the Mytton Oak restaurant and the loss of storage in the Copthorne building, there is a need for the team to reassess and rationalise the stock required within the Hub.

## SMART Aim

Reduce stock levels and time taken for the Team to search for items in the Improvement Hub by the end September 2022

## Plan

An initial session was arranged for the team to “Sort” the office spaces. Using the 5S principles, the team reviewed and agreed what items were *necessary* and which were *unnecessary* for use within the hub and adapted the list accordingly.

## Do

A follow up session was arranged to “Simplify” the sorted items. The organisation of the items was **Simplified** by grouping frequently used items together and producing a stock list and Kanban's to act as a visual when stock items require replenishing. The team communicated and gathered feedback from their colleagues during this phase. An agreed standard was produced, and team agreed the process for the weekly check/ “Sweep” of the cupboards.

## Study

The team measured how long it took to find an item, the baseline for this was 30 seconds with a target of 15 seconds per item. This was achieved following the Sort and Simplify stages. Using the 5s achievement grid the team were able to progress from level 1 to level 3.

## Act

The team agreed a standard process to ensure all teams members maintained the standard that was agreed. Issues with the **Self Discipline** element will be raised in the morning huddle. All new staff will receive a local induction to ensure the standard is communicated and maintained.



**Before**



**After**

<b>Level V</b> Continuously Improve	cleanliness problem areas are identified and mess prevention actions are in place	map created for each item in storage room showing general location and layout of materials and can be retrieved quickly with minimal effort	potential problems are identified and countermeasures are documented	reliable methods and standards are shared throughout similar work areas	root causes are eliminated and improvement actions focus on developing preventive methods	
<b>Level IV</b> Focus on Reliability	work area has documented housekeeping responsibilities and schedules, and the assignments are consistently followed	items rotating from storage and use, create visual control to identify point of use	inspection of area occurs daily and work areas and equipment are restocked and organized	reliable methods and standards are adhered to by all members of the work group	sources and frequency of problems are documented as part of routine work, root cause of non-compliance are identified and corrective action plans are developed	
<b>Level III</b> Make it Visual	initial cleaning has been completed, items disposed of according to auction disposition	needed items are outlined, dedicated locations are properly labeled and required quantities are determined	visual controls and indicators are established and marked for the work area equipment, files and supplies	documentation for all visual controls exist	work group routinely checks area to maintain 5S agreements	
<b>Level II</b> Focus on Basics	needed and not-needed items are identified and those not needed are removed from work area	needed items are stored and organized according to frequency of use	work group has agreed on items to be checked and acceptable performance levels documented	work group has documented agreements for needed items, organization, and work area controls	documentation of completed 5S is posted in work area, 5S is incorporated into new staff orientation	
<b>Level I</b> Just Beginning	necessary and unnecessary items are mixed together throughout the work area	items needed are located in various places throughout the work area	key work items are missing and current location is not known	standards for work area organization are not followed or documented	work area checks are not done regularly and there is no visual measurement of 5S performance	
		Sorting	Simplifying	Sweeping	Standardizing	Self-discipline

### SIGNAL KANBAN

Please take this Kanban to the Rachel Hanmer

ITEM TO BE REPLENISH	A5 Laminate
STOCK LOCATION	Oracle
QUANTITY REQUIRED	1 pack
AREA REQUIRED	Improvement Hub Cupboard 2

Please place this Kanban back in front of the last pack.

