

4 TIPS FOR BETTER STOREROOM ORGANIZATION

An organized MRO storeroom creates efficiencies throughout the facility and all along the supply chain. But storeroom organization requires not only enterprise-wide effort, but also meticulous planning, benchmarking, and goal-setting.



75% of materials inventory and purchase data is inactionable



30% of stock will never be used



42% of stock-outs and the unplanned downtime can be attributed to poor storeroom organization

Follow this checklist to help ensure better record-keeping, appropriate inventory levels, more efficient part locating and picking, and lower costs:

Current State of Storeroom Organization:

In order to quantify and justify an overhaul, first understand where inefficiencies lie, and which storeroom organization methods are best at rectifying them. Start by auditing your ordering, receiving, warehousing, and distribution processes. Use this information to: **Optimize** workflow, **Eliminate** bottlenecks,

Design intuitive, standardized taxonomies and storage metrics.



Production and Maintenance Schedules:

Determine how much of each shift is best used for production, machine maintenance and housekeeping. By regularly scheduling preventative maintenance, you can plan warehouse employees' duties around organization tasks. For instance, maintenance engineers can kit out and stage the supplies they need in advance so they are ready to move quickly when scheduled maintenance time arrives.



For this to be effective, managers need to know how long it takes to pick, pack, and deliver the consumables and replacement parts to be used during the scheduled maintenance. This will ensure that the stockroom is organized in a manner that reduces the time to look for parts, which will maximize your overall production time.

Warehouse Security:

The best-designed space and most stringent storeroom organization policies are for naught if parts aren't labeled and placed in their designated spaces and if policies are not adhered to. The pre-project audit should document what failsafe measures and gatekeeping systems are in place to prevent unauthorized access to the site. The organization project should ensure the facility is run like a tight ship, with all data entered as it is generated – from delivery, to stock movement, to reorders and payments.



Scope of Work:

If done correctly, a storeroom organization project requires a lot of work. Before taking on the job, make sure you have the resources to see it through. Can you ensure your parts naming conventions, aisles, racks, shelves, and other location designations are logical and will be followed wholeheartedly? Do you have the software and the ability to use it in order to:

- **Maintain** optimal stock levels?
- **Automate** reorder triggers?
- **Account** for inventory?
- **Minimize** waste and off-contract orders?

If not, you may want to partner with an MRO inventory and supply chain expert.

An experienced and qualified vendor can barcode thousands of SKUs, integrate a cloud-based tracking system, and build workflows and stock-handling protocols, saving you time, money and allowing you to focus on value-added tasks.

Schedule a demo or tour.



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