



Workplace Storage/Supply Room Housekeeping System



6. Make sure safety practices are followed. If step ladders are used to reach items ensure they are in good repair. Keep floor clear of obstacles and first aid kits readily accessible.

5. Maintain the new standards. Use self discipline, custom and practice. Communicate the new process to employees and ensure they become part of the culture of the company. Take steps to make sure the new process is followed and improved over time.

4. Standardize and document retrieval method of items and intake of new supplies, using color coding and images to label different categories of items and their locations. Advertise the colour coding on bulletin boards for employees. Perform drills to ensure items can be located quickly.

1. Clear and Classify. Get rid of what is not needed. Use a tagging system for items that need maintenance.

2. Organize and arrange items, using ergonomic principles to minimize reaching and movement. Clearly identify items and ensure they have a "home". Indicate amount of allowed inventory for each item if needed.

3. Scrub and sweep. Clean and inspect the area, Wipe down shelves and containers. Create cleaning schedule and checklist to follow.

