

Facilities Management, Design and Construction Division Storage Space and Supplies

The Goal

The storage of office supplies, uniforms and miscellaneous equipment housed by the Administrative Services Unit (ASU) had become disorganized and inconsistent due to reorganizations and shifts in duties. This led to team members having to find inconsistent solutions to job duties.

Operations staff uniforms were spread across two buildings, three suites, and four offices; and team members working on secure documentation had to rotate in and out of offices.

The Approach



Sort (Seiri)

The team began by pulling everything out then sorted through supplies, uniforms, and miscellaneous materials. Anything that was not needed was disposed of.



Set in Order (Seiton)

All uniforms were consolidated to a set of closets within suite 780 in the Harry S Truman State Office Building. These closets are organized with cubby spaces labeled for efficient inventory sorting.

A vacant office was remodeled into a hoteling cube so that team members working at the front desk have a secured workspace available.

In addition, the front desk area in suite 730 was remodeled to provide a more secured location for team members.



Shine (Seiso)

To enhance the look of all spaces, shelves were dusted, cleaned, and the floor vacuumed.



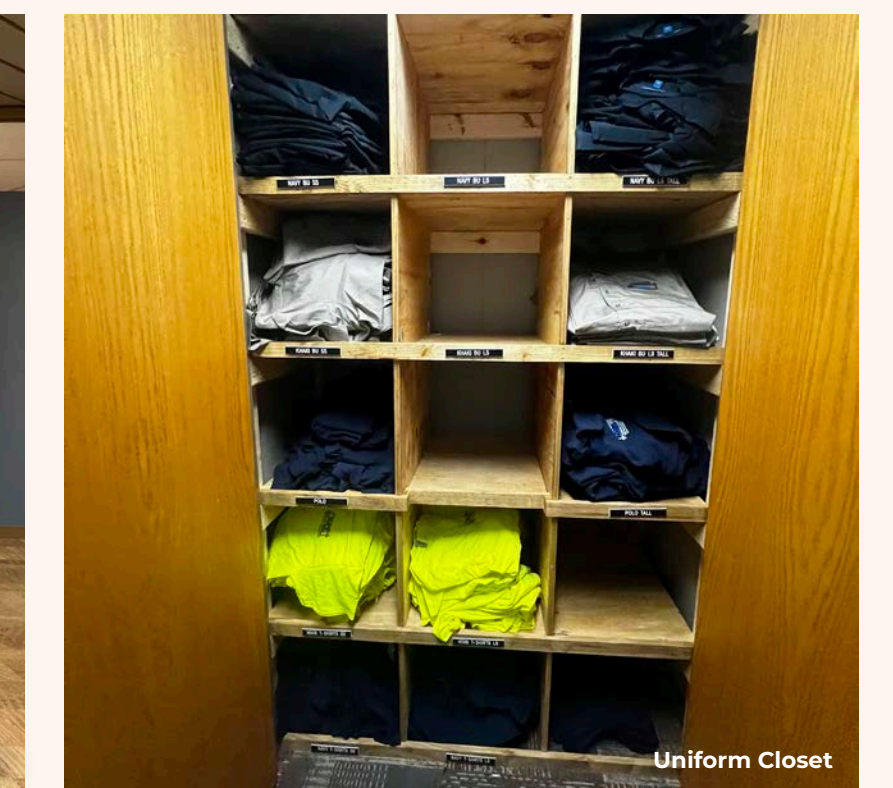
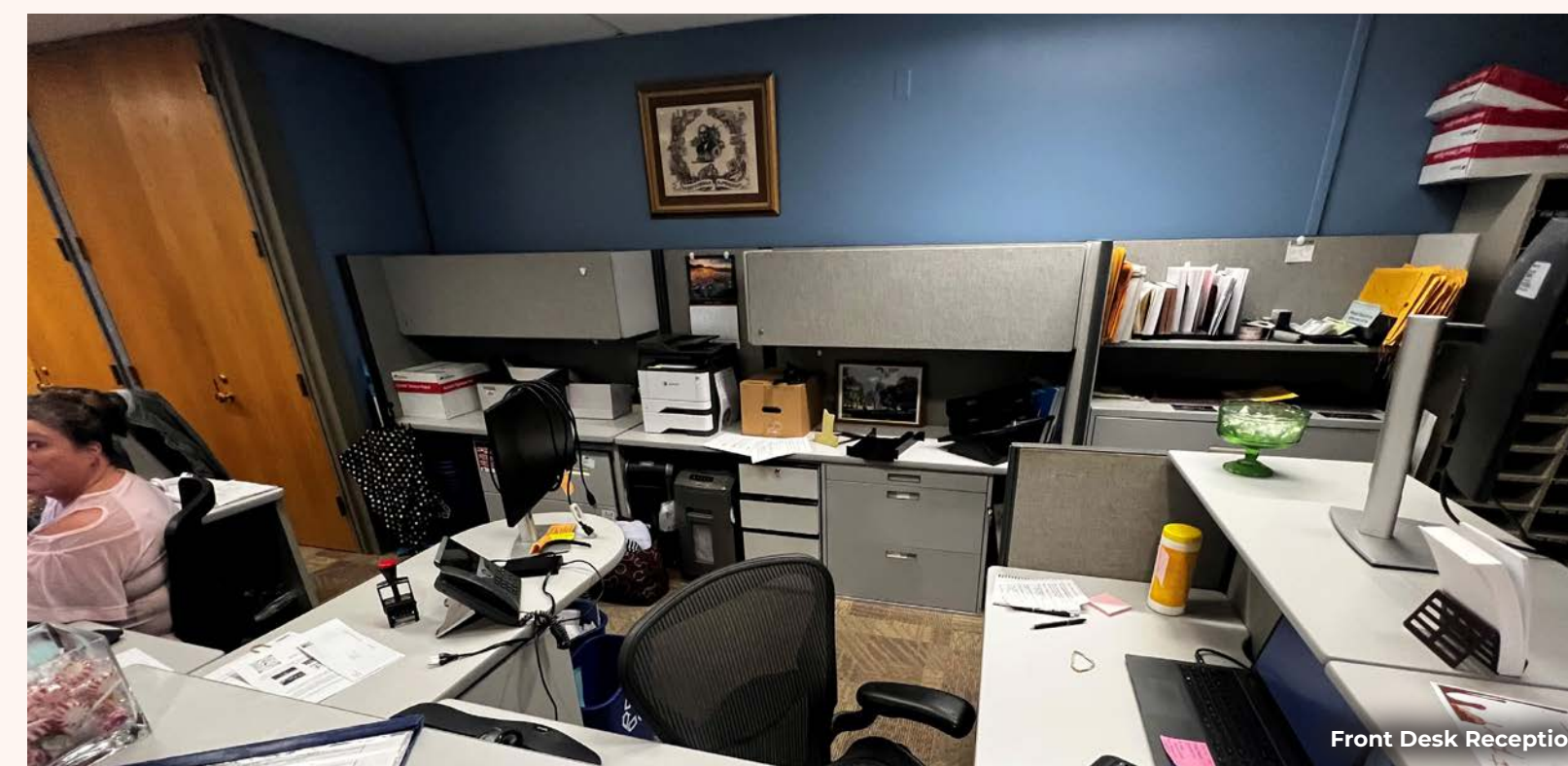
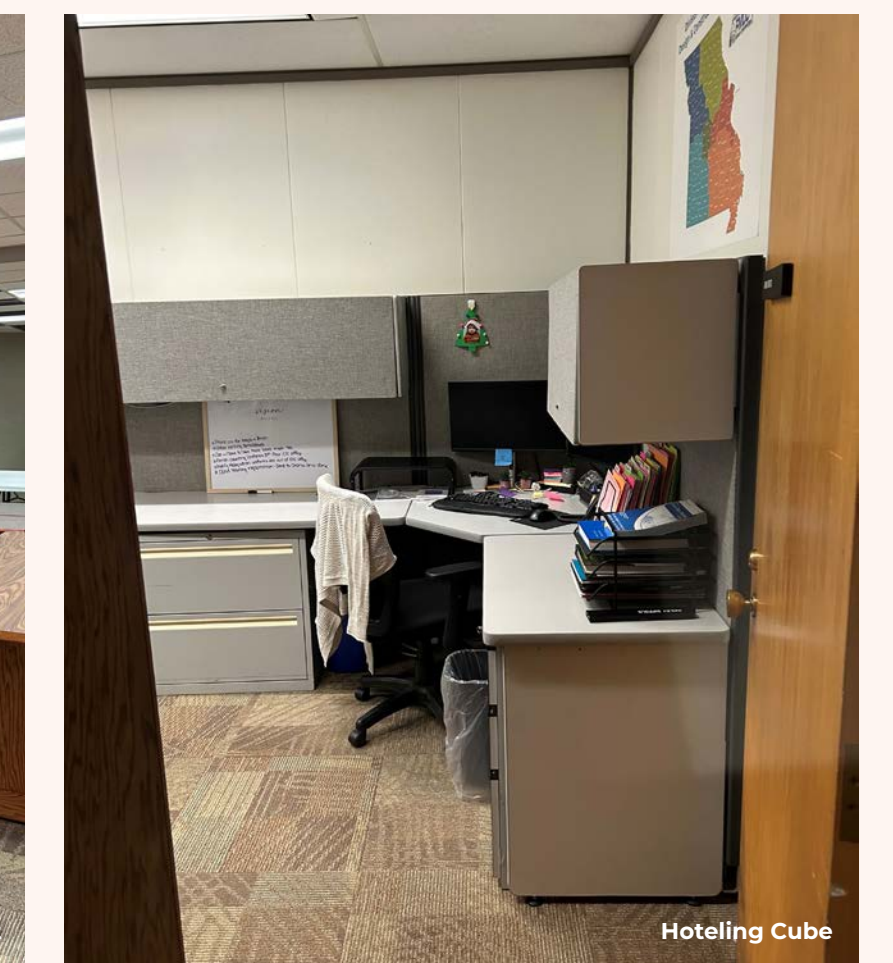
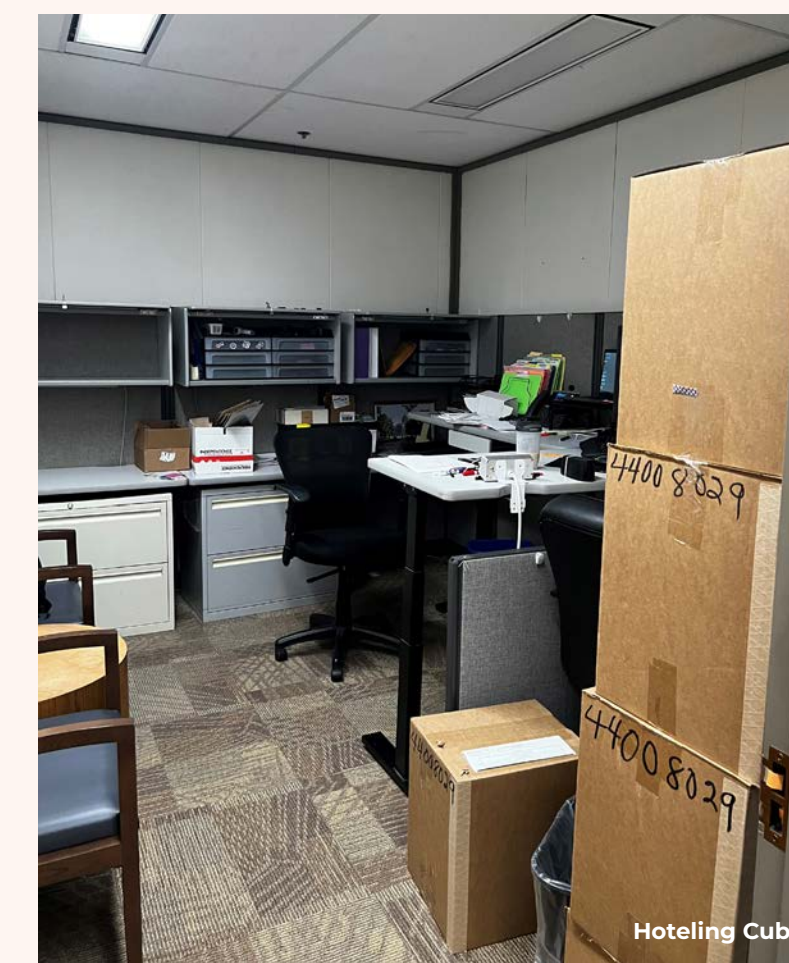
Standardize (Seiketsu)

A tracking system was developed in order to log in-stock items, and to calculate and remove inventory after it is ordered. Team members are also required to use a new, standardized order form.



Sustain (Shitsuke)

The team is currently working on developing a way to continuously sustain the new organization system.



Performance Measures



Enhance

Better inventory tracking and increased storage space.



Improve

Greater transparency throughout processes and increased external stakeholder satisfaction.