

Good Practices

Proper Storage of Tools, Parts and Equipment

To ensure that tools and equipment remain in good condition and last for a long time, store them properly. Properly stored tools and equipment will be easy to find when needed and are less likely to be lost.

Good practices for mechanical room

- Parts should be properly stored and labeled (Figure 1).
- Tools should be properly placed on the board, and labeled (Figure 2). Consider drawing the shapes of the tools on the board so that they always get put back in the same position.
- Use bins for storing small parts (Figure 3).
- Consider making an individual (or individuals) responsible for the good maintenance of tools and parts.



Benefits:

- ✓ Tools and parts are kept in good condition and are easy to find
- ✓ Costs are reduced
- ✓ Productivity is increased because time is not lost looking for tools, parts and equipment
- ✓ Workshop staff develop a sense of responsibility and pride in their work

How:

- ✓ Workshop staff identify tools, parts and equipment
- ✓ Workshop staff develop a system for labeling and storing tools, parts and equipment

Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost