

Problem Statement

- The dining services uses two storage rooms. Only one storage room, what used to be the Gun Room, is now available. The storage rooms contain items that are used seasonally or infrequently or are no longer used. Items are disorganized, overcrowded, unlabeled, making it difficult to find items. This leads to waste in resources as items that cannot be found are reordered again. Time is wasted searching for stored items leading to employee inefficiency. Employee safety hazard was created due to items stacked up.

Target State

- Condensed two storage rooms into one organized room, with only currently used items being stored.

Improvements Made

- Discarded old unusable items
- Donated equipment to other units
- Rearranged shelving racks
- Moved remaining items into a single room.
- Grouped and Organized items
- Work has been done on labeling items in storage.

Gun Room 5S

Unused items are being left in storage rooms, leading to wasted space. In addition, items are not properly labeled, making them difficult to find.

Before:



After:



Project Goals

- Condense two storage rooms into one
- Dispose of unused items
- Label items to ease searching

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Next Steps/Results

- Created storage space for another department (EHS) as well as provided them with surplus file cabinets and shelving.
- Less items leads to less time spent searching for items.
- Saved space and less sprawl.
- Labeling increases ease in which items can be found and cements memory on the proper location of items.
- About \$600 saved through less waste due to time saved.

Future Development

- Continue to measure square footage of available space to maintain organization.
- Regularly count the number of unlabeled items and continue to implement labels.
- The room is to be audited every time there is a break in work for the dining hall.