

Set in Order:

1. For inexpensive items, it works better to have one at every place it is needed, rather than encouraging people to borrow or not return an item.
2. The use of limit lines and direction lines on the floor or carts is very helpful for proper placement of product.
3. There was a general feeling that you can never use too many labels. One area that gets overlooked many times in the labeling process is equipment, such as forklifts and other large portable units.
4. Constantly work toward the elimination of items unnecessary to the area.
5. The use of Velcro on small items can be just what the doctor ordered. i.e., markers, pens, small wrenches, etc.
6. Everything needs to have a home. Things left to random storage are misplaced with a far greater frequency.
7. Tool placement should be optimized for use. Not only in location, but direction of placement.
8. Flat places, such as shelves not needed for the operation can be eliminated or framed in so that stuff cannot accumulate.
9. Time needs to be allowed to maintain an area. We sometimes forget the savings made throughout the day by having things set in order. It is more than a fair tradeoff.
10. Kanban squares should be clearly marked rather than theorized.
11. Consider removing the doors from cabinets. Exposure often times creates a motivation for neatness and can help keep unnecessary items to a minimum.
12. When building new workspaces, design only for what is needed rather than allowing for what may come down the road. The extra space can be added when needed rather than just providing a place for more stuff.
13. Consider bar coding of tools to help track their location.
14. Have cleaning supplies readily available for each area.
15. Consider retractable tools rather than loose tools that can be misplaced. The retractable tool also takes advantage of the dead space above the operation and many times is more ergonomically correct.
16. When brainstorming about set in order with the impacted area, be sure to also include ideas that have been gleaned from experiences by others outside the area. Many times each of us, because of our unique opportunity to see so many other places, can bring home ideas that can be nurtured into some real winners at home.
17. Consider using angled surfaces rather than flat. This keeps the build up of items to just what is called for.
18. The use of peg boards with shadows is a favorite by everyone.
19. Ideas regarding set in order that require the construction of something need to be followed up on in a timely fashion or the energy for change is lost and the system quickly reverts to its old self.
20. Ideas that cannot be implemented should be put to rest with explanation rather than just letting them drop.
21. If an area is going to be cleaned or painted and then restored to its original state one should consider taking a picture beforehand to use as a guide in putting stuff back.
22. Pictures are very helpful where packaging in a certain fashion is needed. Particularly on projects that are not done very often.
23. Institute a handoff conversation between shifts to help manage the missing items issue.
24. Audits are one of the best ways of sustaining set in order. Management tour of the area with constant positive comments also helps. When giving tours to outsiders, particular emphasis on areas that have been set in order and maintained should be part of the tour and if possible, allow the people in the area to give that part of the tour.
25. Create actual barriers to prevent things from encroaching, i.e., two poles to keep stuff away from electrical panels.
26. Design specific holders for tools that only allow that tool to rest in its place. This also helps determine what tool is missing.
27. Consider universally good lighting in your facility so that all areas offer the same possibility for good work.
28. Racks should only be put in place for specific needs rather than just to create space for things.
29. The use of casters on as many work items as possible allows for quick redesign of an area. This is particularly helpful when an area is shared by left and right handed people.
30. Make a list of things to consider that are appropriate for your company and come back to the list often when reviewing an area.