Central Stores Update

December 8, 2022
Current State of Warehouse

- Comprehensive support - Water Distribution and Park Operations
- Parts deliveries support for additional programs
- Present inventory: 13,880+ parts with a value of $604,027.19
What is the goal?

• Goal is to have the right parts and materials available when needed
• Necessary parts have to be on warehouse shelves
• Necessary to capture usage and cost data for parts in use
How do we get there?

- **Parts and Materials**
  - Identified and tagged (bins for small parts)
  - Determine what will and won’t be stored
- **Policies and Procedures**
  - Predictable and simple processes for tracking movement
  - Life cycle of parts and materials
- **Reporting and Visibility**
  - Regular, accurate inventory reports
  - System triggered ordering
What have we done?

Following the Summer 2022 audit, inventory on-hand:

• Value: $663,023
• Approximately $350k less than the previous audit
• Not looking for a target value - current target:
  • Not having “excess” inventory
  • Having accurate data
What have we done? Cont.

- Organized the warehouse
  - Continual, cooperative
- Parts identified
  - Unique part number and description
- Duplicates consolidated
  - Parts and locations
- Cycle counts implemented
- Independent annual inventory audit
Infor – Inventory Management Module

- Established Standard Operating Procedures
  - Issuing, Receiving, Transfers, Adjustments
- Cleaning up parts information
- Developing more robust reporting
  - Parts on-hand, value, usage, aging, etc.
- Exploring other tools within Infor
  - Cycle counts, parts reservations
Next steps

Where are we going?

• Goal is to have parts and materials needed by staff to complete their work, available to them in the warehouse
• Informed decisions and planning
• Onboard Central Stores Clerk
Facilities Parts