



## SPECIAL SERVICE TOOLS / TOOL ROOM ORGANIZATION PROPOSAL

### GOAL (Objective):

1. Have the tool room *organized* so that every technician can quickly find the proper tools needed to properly repair customers' vehicles.
2. Have a complete and up-to-date inventory of all OEM required essential special service tools owned by this service department. Out-dated tools will be sorted out and placed into storage.
3. Have all of the current essential and recommended tools recorded on a computer inventory system that is easily maintained in-house.

### TASKS

Note, bullet points indicate part of the Organization Service, (To be completed in-house if Do-It-Yourself).

Clear out tool room, clean and paint it (if needed), and gather tools from around the shop.

- Install TOS Pivoting Panels.
- Set up shelving for tools that will be kept in cases.
- Inventory all current and non-current special service tools onto Excel spreadsheet inventory program.
- Place all non-current special service tools in totes.
- Current Essential tools and in-stock Recommended tools are displayed and labeled in numeric sequence on the Pivoting Panels.

### CONTROL

All technicians will be assigned tool checks (ID tags). When a technician removes a tool to use it, he will put his ID tag in its place.

A technician will be assigned to monitor and maintain the Tool Room, including receiving new tools, updating the Excel Tool List, and placing new tools into service on the Pivoting Panels in the proper sequence.

### BENEFITS

We will have a *complete inventory* of all of the valuable current special service tools at this facility.

The special service tools will be *organized* so anyone can find the tool they need in seconds rather than spending ½ hour or more looking for that tool.



Finding and using the correct tools will *increase productivity* and *reduce the possibility of an incorrect repair*.

Organization eliminates the unnecessary duplication of tools.

The Return On Investment for the purchase of the Pivoting Panel System and Organization Service indicates that the costs will be recouped quickly with a savings of increased production and fewer comebacks.

## WHAT WILL IT TAKE TO GET ORGANIZED?

### **An investment in the Tool Organization Pivoting Panel System:**

#### Tool Organization System Material

- 4' x 7' Pre-finished Pivoting Panels
- Organization/accessory kit
- Shelving for kits/cases

## WHO WILL COMPLETE THE PROJECT?

### **Organization specialists that know the system and tools:**

#### Organization Service includes:

- Install Pivoting Panels & set up shelves
- Inventory and sort special service tools (current tools)
- Organize current tools in numeric sequence on display panels
- Place non-current tools in totes for storage
- Provide complete tool inventory as a Microsoft Excel spreadsheet(s)

## WHAT'S IN IT FOR THE DEALERSHIP?

### **The Payback:**

- Increased productivity and no more *time* wasted looking for tools.
- A current and complete inventory of special service tools on file (on computer as an Excel spreadsheet).
- The System is easy to maintain and provides space for new tools.
- You will have a current record of a valuable asset-special tools.
- Tremendous Return On Investment– Organization pays for itself quickly!