



# Modernizing Your Maintenance Storeroom and Improving MRO Materials Management

## EFFECTIVE STOREROOMS PROVIDE A CORNERSTONE FOR MAINTENANCE EXCELLENCE!

### On-Site Training Opportunities

*Put TMEII's expertise in  
maintenance and reliability  
training to work in your  
organization*

*TMEII is a results-oriented resource and provider of maintenance and reliability initiatives. You can benefit from our experience of presenting hundreds of on-site training and consulting sessions for large and small companies world-wide.*

Contact Pete Peters at  
919-270-1173 or  
[Pete@PRIDE-in-Maintenance.com](mailto:Pete@PRIDE-in-Maintenance.com) for  
more information!



### 100% Guarantee

*A complete refund is provided if you  
cannot achieve a 10 to 1 return on  
investment from this training.*

*Ralph W. Peters*

### 14 Key Benefits of Attending this TrueWorkShop™

1. Why top leaders must know that storerooms and MRO materials management are the cornerstone for maintenance excellence
2. Achieve best practices for MRO inventory management
3. Maximize existing space or determine additional space needs
4. How to deal with a small storage space and maximize cube utilization
5. Improve storeroom facilities planning, storage equipment and materials handling
6. Improve receiving, picking and issuing procedures
7. How an effective storerooms can support and improve crafts productivity
8. How to build a storeroom-planner partnership for customer service excellence
9. Controlling shop/bench stock, satellite & "secret" stores
10. How to unleash the power of bar coding & automatic identification
11. How to determining reorder points, EOQ (economic order quantities and safety stock
12. Why increased inventory turns can mean lower inventory costs and obsolescence
13. Reduce inventory value through consignment and delivery contracts
14. How to implement the best practice of cycle counting

### TMEII CONTACTS:

Pete at 919-270-1173 ([Pete@PRIDE-in-Maintenance.com](mailto:Pete@PRIDE-in-Maintenance.com)) or  
Anne at 919-896-5368 ([Anne@PRIDE-in-Maintenance.com](mailto:Anne@PRIDE-in-Maintenance.com))  
to coordinate a custom in-house session.

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**This TrueWorkShop™ is Tailored for Participants for Manufacturing Plant and Fleet Maintenance, Pure Facilities Maintenance and Healthcare Operations**

This intensive 3-day **TrueWorkShop™** continues to be one of TMEI's most popular offerings! It is designed for those desiring to improve and achieve maximum value from their existing maintenance storeroom and to improve the very important MRO procurement process. It is a professional development event for *both* public and private sector operations.

Your instructors have extensive real world experience with every topic covered and will help you apply what you learn.

## Why This TrueWorkShop™

We know effective maintenance storerooms and parts/material procurement practices are absolutely essential for a successful maintenance operation.

We have helped over 300 small, medium, and large companies on their journey toward Maintenance Excellence with total maintenance operations assessments including storeroom modernization. Almost all of these operations needed some level of storeroom modernization and improvement. For some operations, the current best solution was to consider out-sourcing, which we share as a case study.

We have found the areas of storeroom planning, operation and improvement to procurement processes seldom receive the attention truly needed for viable solutions.

## Take An Important First Step:

This training process is for application and not theory and is for both the public and private sector in plant maintenance and pure facilities maintenance. Remember, we guarantee this **TrueWorkShop™** will help provide you with the important steps to improve the maintenance process and the business side of the maintenance in your operation.

## Training is Not Over When it's Over!

Your company will benefit most if you attend with a 3 or 4 person company team which will work together. You return to your organization with the new knowledge and team support for PM and PdM along with your new plans for reliability and maintenance excellence. We invite your Top Leaders, Maintenance Leaders and Craft Leaders to attend as a team. The workshop **“is definitely not over when it's over.” Yogi Berra once said, “It ain't over until it's over!”**

Your session is definitely not over when it's over! Following completion of this **TrueWorkShop™** a personalized follow-up will be scheduled for each attending organization. Our one-on-one coaching is to help you apply the key topics and to implement your plan of action. Implementation is your key to results and we want to help you make that happen!

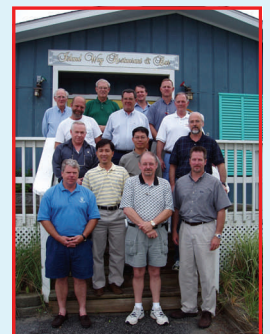
## Your Results:

As an attendee in this **TrueWorkShop™** you will be provided with practical tools you can apply. The results will allow you to define strategic, tactical, and operational plans along with the many **“Do It Now!”** actions for storeroom improvements.

Our objective is for you to learn and apply the best practice topics we cover to improve your current storeroom or to plan a successful new storeroom.

## Who Should Attend

- Storeroom Managers
- Storeroom Supervisors
- Storeroom Staff
- Maintenance Planners / Schedulers
- Maintenance Foremen
- Maintenance Coordinators
- Plant Engineers
- Plant Directors
- Facility Managers
- Property Managers
- MRO Purchasing Procurement Staff
- Maintenance Managers



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## Important Course Work

To wrap-up this **TrueWorkShop™** delegates will draw up specific improvement plans to address their Top 5 Areas for Improvements in power point format. The goal is to achieve implementation when they return to their organizations. Furthermore, after the workshop is over, complimentary follow-up support is provided from TMEII via phone, email or Go To Meeting virtual sessions when needed.

## Very Important Pre-Course Work

Each company will be guided through a self assessment audit of their current operation using **The Scoreboard for Maintenance Excellence™**. This will become part of the course practical exercise and also becomes an important baseline as to where a company stands with today's best practices. It is equivalent to an ISO 55000 audit. Attendees will be guided through this self-assessment. Attendees are also asked to define their Top 5 Areas for Improvement.

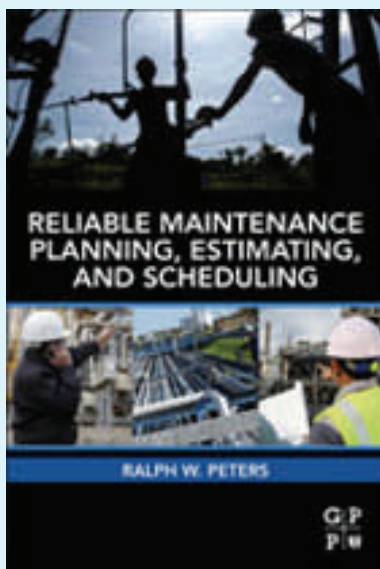
## Other TrueWorkShop™ Deliverables

We also provide many very important deliverables in an easy to use Excel format in addition to the program outlined below.

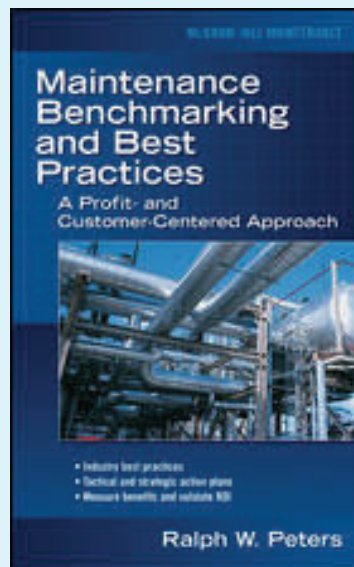
1. **The Scoreboard for Maintenance Excellence** - Today's most comprehensive benchmarking tool for each attendee's operation that benchmarks your site against today's best practices.
2. **The CMMS Benchmarking System** - For gaining maximum value from an existing CMMS
3. **The Reliability & Maintenance Excellence Index** - A powerful measurement process to validate shop level results.
4. Electronic copies of TMEII two major books; **Maintenance Benchmarking and Best Practices (McGraw-Hill-2006)** and **Reliable Maintenance Planning, Estimating and Scheduling (Elsevier-2015)**

## Extensive Knowledge base of References to Take Home:

This workshop is based on Pete's two books:



*Reliable Maintenance Planning, Estimating and Scheduling*



*Maintenance Benchmarking and Best Practices*

TMEII provides more electronic references for all TrueWorkShops™ than any other series of courses now being offered from around the world.

Each attendee will receive e-book copies of these two major books plus many, many more valuable topic references on CD. The electronic versions are included to allow easy application and duplication of all course materials. Attendees receive all PowerPoint's used and "one of the largest Maintenance, Reliability and MRO Materials Management Glossary" currently available.

TMEII believes in providing each attendee an extensive knowledge base to support professional development well beyond actual class time.



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## TrueWorkShop™ Agenda

On-site TrueWorkShops™ are customized to meet your specific goals and objectives. Below is a sample outline which can be modified as needed to ensure the results you are looking for.

### Day One:

- **Introductions:** TMEII Staff and Participants
  - Attendees Present Their Top Five Challenges (Pre-Course Work)
  - Select Challenge for Improvement Plan of Action
  - Begin Planning Team Presentation for Day Three
- Types of Maintenance and Storeroom Organizational Structures
  - Storerooms Reporting to Maintenance
  - Storerooms Reporting to Others
  - Being Successful Regardless of the Current Organization Chart
- Why Maintenance Operations Must Have Effective Stores and MRO Procurement
- Productivity and Gained Value: How to Measure
- Both for Your Storeroom
- How to Improve Total Operations Culture & **PRIDE-in - Maintenance™**
- **Case Study One:** BigLots
- Handling Obsolescence via Support From Engineering
- How Planning & Scheduling Depends on Effective Stores and Procurement
- The Storeroom-Planner Partnership for Storeroom Excellence
- How Effective Storerooms Support Improve Crafts Productivity
- Modernizing Storeroom Operations to Improve MRO Customer Service
- Storeroom Facilities Planning, Storage Equipment and Materials Handling
- Review of Storeroom Storage and Materials Handling Equipment

### Day Two:

- Selecting Physical Location, Developing Layouts and Space Considerations
- What Are Optimal Storeroom Dimensions?
- How to Deal with a Small Storage Space and Maximize Cube Utilization
- Determining Storage, Lighting, and Security Requirements
- New Tools for Developing the Floor Plan

### Day Two Cont'd:

- Solving Special Storage Challenges
- Life Safety Requirements for Material Storage and Handling
- Improving Receiving and Storage Methods & Stock Issuing Processes
- Using Bin Location & Parts/Stock Identification Systems
- Hierarchical Systems vs. Unique Stock Numbers
- Qualifying Word List Examples & Describing Items for Cataloging and Repurchase
- Implementing Parts Staging, Delivery, Self-Service Items
- Controlling Shop/Bench Stock, Satellite & "Secret" Stores
- Inventory Management Best Practices
- Regular Spare Parts and Critical Spares
- Identifying Spares Requirements
- What is really critical to the operation?
- Who decides to buy, what and when?
- Inventory management and cycle counting
- Storeroom performance measurement
- Improving MRO Materials Management and Procurement
- MRO Purchasing Roles & Responsibilities:
- Purchasing Integration with Maintenance, Vendors and Finance
- Case Study Two: ArvinMeritor (Rockwell International)
- Developing and Building a Usable Catalog the Crafts Will Use
- Computer Searches, Printed Catalogs, Listing Order and Indexes
- How Pictures and Exploded Views Can Make Life Much Easier
- How to Avoid Common Cataloging Mistakes
- The Perpetual Inventory System

**Even in Good Economic Times  
Maintenance is Forever!**

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## Day Three:

- Streamlining Issues, Receipts, and Returns
- Annual Physical Inventory versus Cycle Counting Best practices
- The Question of Security
- Controlling Additions and Deletions to Parts Master Database
- The Cost of Purchasing and Inventory Carrying Costs
- Managing Inventory Cycles and Usage Rates
- Determining Reorder Points and Safety Stock Requirements
- Improving Lead-times by Streamlining the Purchasing Process
- Establishing Proper Order Quantities
- Shipping Options and Lowering Freight Costs
- Reducing Inventory Value through Consignment and Delivery Contracts
- ABC and XYZ Analysis
- Improving Inventory Turnover Rates
- Measuring and Improving Supplier Performance
- Applying New Technologies for MRO Materials Management & Procurement
- Case Study Three: Rockwell Automation
- Establishing Vendor Stocking Plans
  - Vendor Stocking Options
  - Good and Bad Examples
  - Keeping Tabs on Supplier Restocking Plans
- Bar Coding & Radio Frequency Identification (RFID): Hardware, Software & Formats
- Using the Full Capabilities of the Internet: Present & Future
- Contract Storerooms: The Good, Bad and the Ugly
- Cost Benefits of Storeroom Modernization
- Why Support to Storeroom Modernization is Essential?
- Achieving and Validating Results with Your **Maintenance Excellence Index™**
- Maximizing the Value of CMMS to Support MRO Materials Management
- Using **The CMMS Benchmarking System™**
- Evaluating Computerized Inventory Systems
- Key Training Needs for Your Storeroom Staff
- Effective Supervision & Leadership Skills
- Storeroom **Continuous Reliability Improvement™**
- Team Presentations of Storeroom Improvement Project Plan of Actions
- Presentation of Certificates

## Your Instructors and Coaching Team



**Ralph W. (Pete) Peters** the Founder/President of The Maintenance Excellence Institute International is your primary instructor. His experience of over 40 years has included being a manufacturing plant manager at two sites; director of facilities management. He has had extensive maintenance experience within the US Army

beginning in Vietnam (1970) and with the US Army Corps of Engineers building what is now called, the National Highway. He consults and provides maintenance best practice training in over 30 countries, written maintenance chapters in four books as well as a book on *Maximizing the Value of Your CMMS*. In 2006, he wrote and published *Maintenance Benchmarking & Best Practices* for McGraw-Hill's professional book division. In 2015 he completed *Reliable Maintenance Planning, Estimating and Scheduling* for Elsevier's Gulf Publishing Division. Pete's positive approach and his experience from consulting, allows him to be an excellent coach for today's top leaders, maintenance leaders and craft leaders. His worldwide **PRIDE-in-Maintenance** initiative will be highlighted in his next book with key topics from this universal book included in all of his worldwide **TrueWorkShops™**.

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**Frank Murphy, CPMM**, is President of IMS and has over 35 years of hands-on, maintenance-intensive experience. He founded IMS in 1995 to implement Best Practice and common-sense principles of storeroom design and setup, storage fixture selection, and parts consolidating and organizing. IMS provides all the "hands-dirty" services needed to modernize and set up a Lean

and Reliable MRO parts storeroom: design, setup, relocation, consolidating and organizing, physical inventory, and bar-code labeling. Frank's experience includes being a lead mechanic, overhaul crew supervisor, maintenance planner and storeroom manager. He has trained over 1,200 maintenance personnel in 250 companies as a CMMS Trainer, and is a past Director of the National Association of Professional Organizers (NAPO). Additionally, Frank has authored several articles for trade publications, has presented seminars and IMS has exhibited at the Facilities Management and Lean Manufacturing/Maintenance conferences.