



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

