



INVENTORY STORAGE 5S BEST PRACTICES

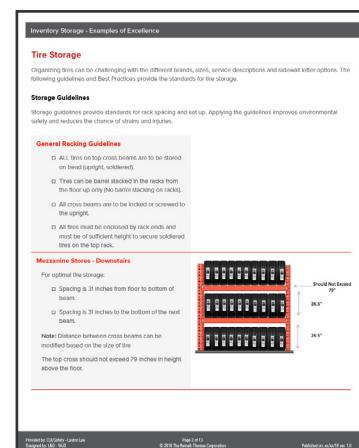


The Purpose of this Guide

The following guide is a powerful tool in supporting a well-organized workplace.

The purpose of this guide is to lay out environmental standards for Inventory Storage.

This includes storage guidelines, Best Practices for organizing inventory, and helpful recommendations for labeling and placement.



Accurate Inventory

The importance of Inventory Accuracy cannot be understated. The inventory within the store is the largest operating expense. Maintaining accurate inventory is critical to meeting our customers' needs.

The benefits in applying these Best Practices to your Inventory Storage include:



Throughout this guide, you will see the symbols represented above. They are in place to reinforce the "why" behind each Best Practice and guideline.

Tire Storage

Organizing tires can be challenging with the different brands, sizes, service descriptions, and sidewall letter options. The following guidelines and Best Practices provide the standards for tire storage.

Storage Guidelines

Storage guidelines provide standards for rack spacing and set up. Applying the guidelines improves environmental safety and reduces the chance of strains and injuries.

General Racking Guidelines

- ALL tires on top cross beams are to be stored on tread (upright, soldiered).
- Tires can be barrel stacked in the racks from the floor up only (No barrel stacking on racks).
- All cross beams are to be locked or screwed to the upright.
- All tires must be enclosed by rack ends and must be of sufficient height to secure soldiered tires on the top rack.



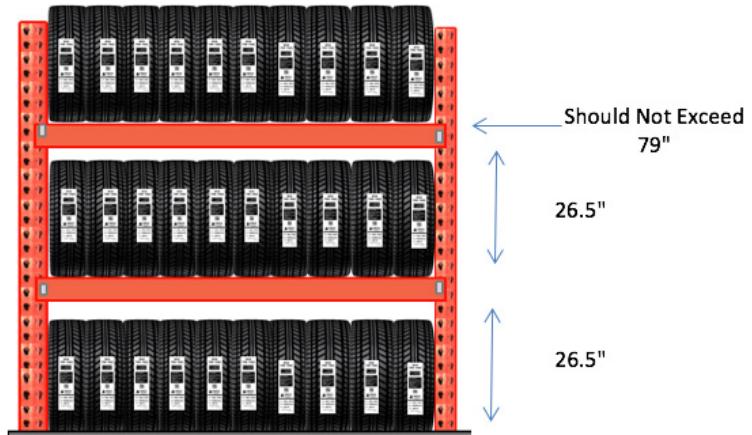
Mezzanine Stores - Downstairs

For optimal tire storage:

- Spacing is 31 inches from floor to bottom of beam.
- Spacing is 31 inches to the bottom of the next beam.

Note: Distance between cross beams can be modified based on the size of tire

The top cross should not exceed 79 inches in height above the floor.

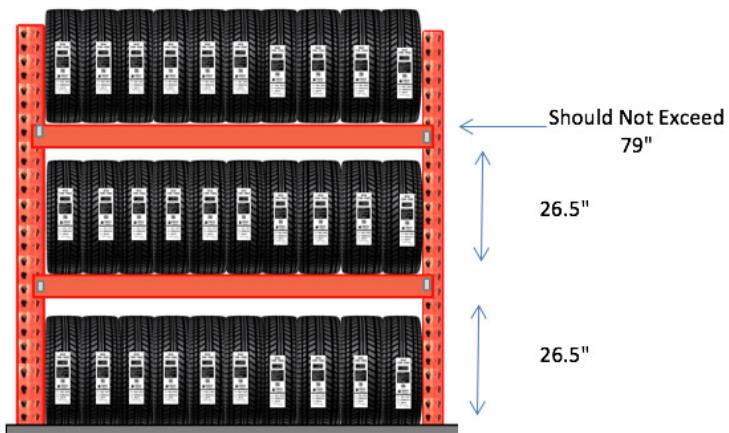


Mezzanine Stores - Upstairs

For optimal tire storage:

- Spacing is 26.5 inches from floor to bottom of beam.
- Spacing is 26.5 inches to the bottom of the next beam.

Note: Maximum height of the top cross beam should not exceed 79 inches from the mezzanine floor.



Non-Mezzanine Stores

- Maximum height of cross beam should not exceed 79 inches from floor to top of beam.

To optimize tire storage:

- Spacing is 26.25 inches from floor to bottom of the first beam and
- 26.25 inches to the bottom of the next beam.
- Continue the 26.25 inch spacing until 120 inches.

Note:

Spacing can vary depending on size of tires.

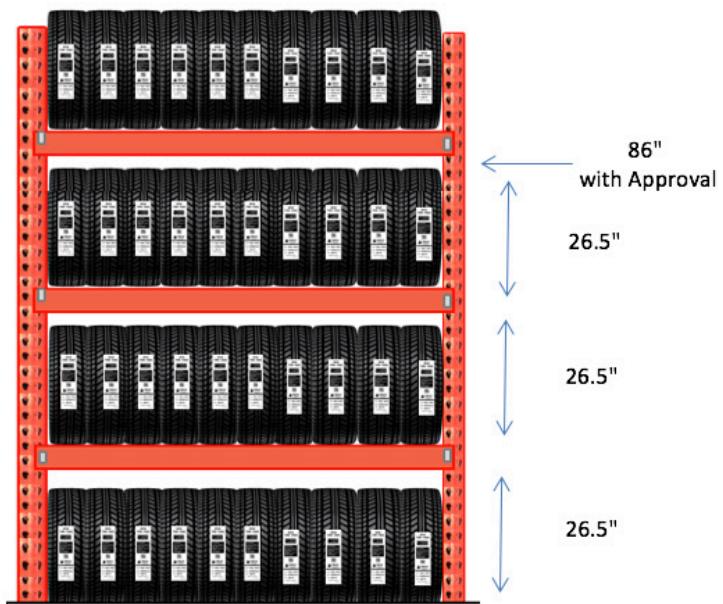
If 79-inches is not attainable due to required inventory levels, cross beams can go as high as 86-inches with VP approval.

If 86-inches is not attainable due to required inventory levels cross, beams can go as high as 120-inches with VP approval. This will require a platform ladder.

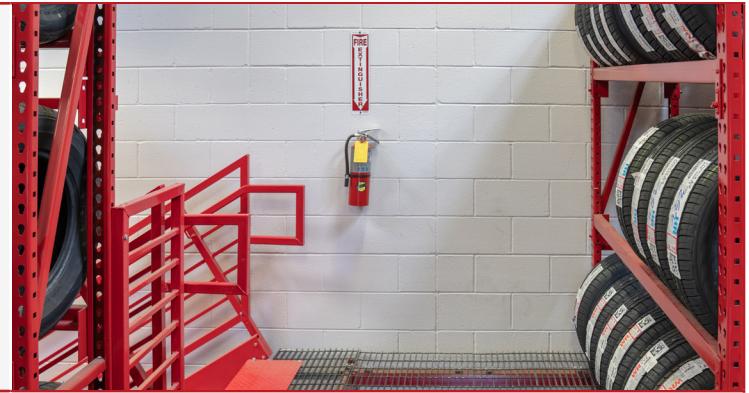
Using the 4-ft platform ladder

The use of a 4-ft. platform ladder is required for inventory storage of 120 inches in height.

A platform ladder should be placed at the end of every aisleway.

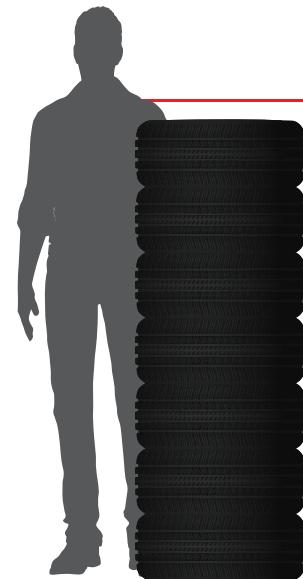


Fire extinguishers, electric panels, and exits should not be blocked.



For barrel stacking tires on the floor:

- Stack should not exceed shoulder height.



All aisles should have a 28-inch clearance.



Organization Best Practices

The following Best Practices are aimed at reducing footsteps and increasing accuracy. They also provide standards for planning and organizing your tire inventory.



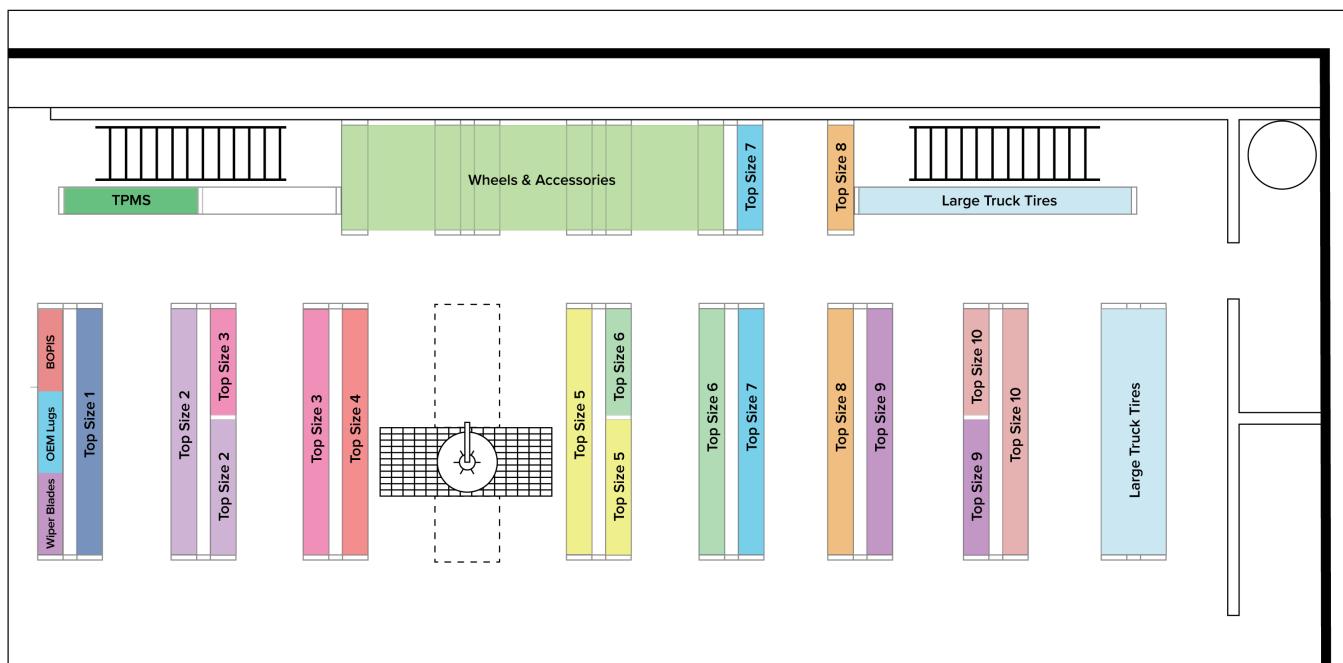
- Top 10 sizes should be stored downstairs according to each store's sales. This information can be obtained from the Top Sizes and Stocking Levels report from your Inventory Analyst.



- Large truck tires should be stored downstairs.

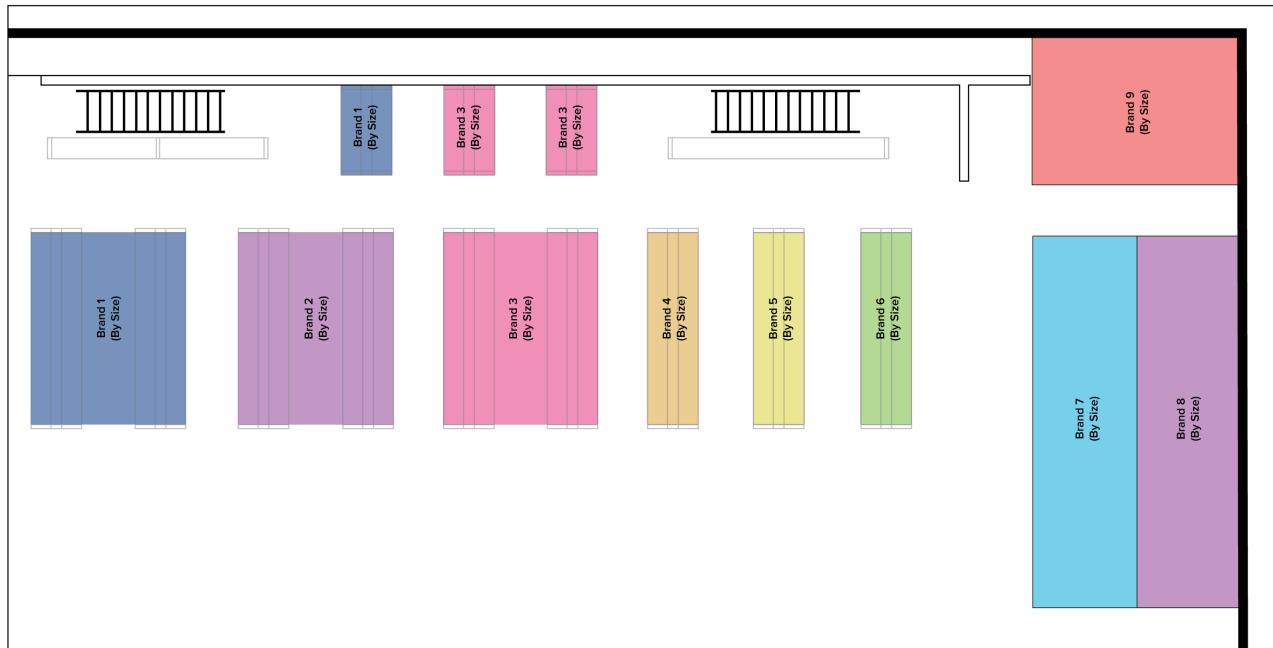


- All other tires should be stored by brand and then size.



Inventory Storage - 5S Best Practices

Mezzanine





Examples of organizing by size:

- Diameter
- Aspect Ratio
- Section Width

By Aspect Ratio By Section Width

245/40-18	205/75-15
255/45-18	215/75-15
235/50-18	225/75-15
285/60-18	225/75-15
265/70-18	235/75-15



Organizing by Load Range and Speed Rating

By Load Range

265/75-16 C
265/75-16 C
265/75-16 C

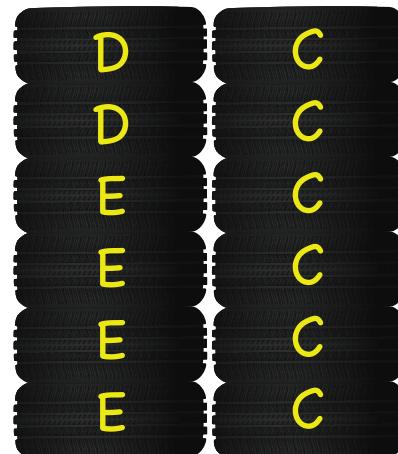
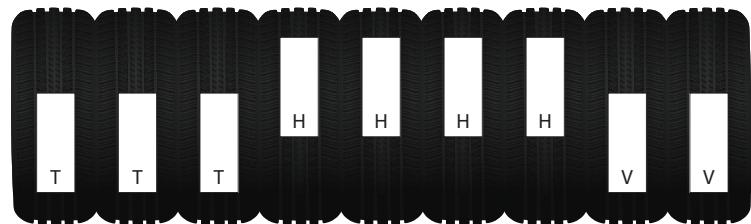
By Speed Rating

225/55-16 S
225/55-16 T
225/55-16 H
225/55-16 V
225/55-16 W



Visual techniques for distinguishing products:

- Staggering tire tags
- Writing Load Range
- Reprinting missing tire tags



Wheel Storage

A well-organized wheel inventory ensures that the right size, brand, style, and finish end up on our customer's vehicles.

Storage Guidelines

Storage guidelines provide standards for shelf spacing and set up. Applying the guidelines improves environmental safety and reduces the chance of strains and injuries.

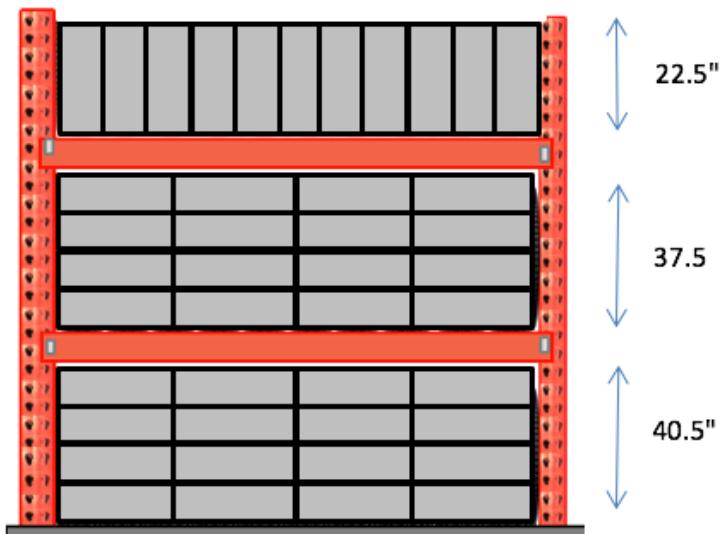
Mezzanine and Non Mezzanine Stores

- Wheels are not to be stacked more than 4 boxes high in the racks.

For optimal wheel storage:

- Rack spacing is 40.5 inches from floor to bottom of first beam,
- then 37.5 inches to the bottom of the top beam and
- 22 inches to the bottom of the mezzanine
- Wheels should be stacked on wire grating

Note: Distance between cross beams can vary by wheel size.



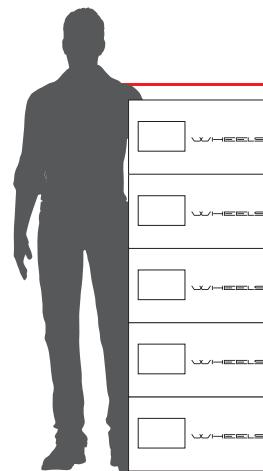
Shelving Material

- No wood; only metal grates



Stacking wheels and boxes on the floor

- No more than shoulder-height.



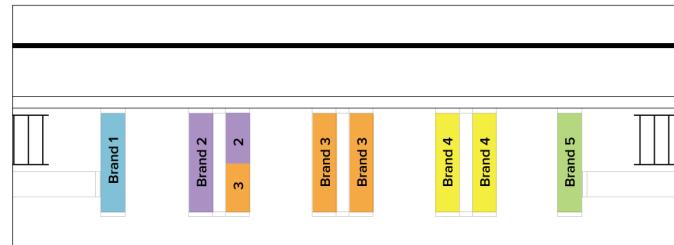
Organization Best Practices

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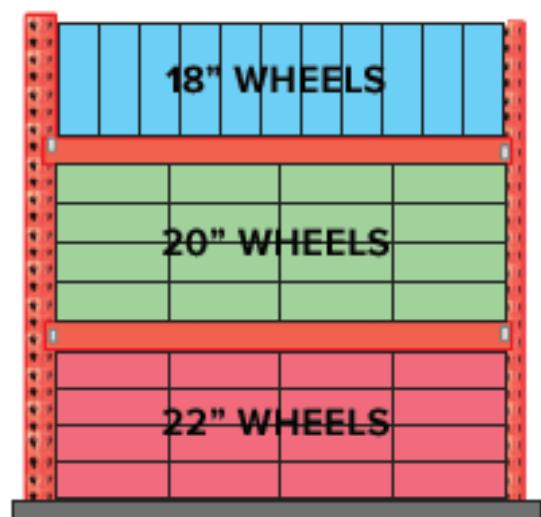


Organized in order by:

1. Brand
2. Diameter
3. Style
4. Finish



Large diameter wheels should be stored on the bottom.



Accessories Storage

Accessory storage is a critical component of ensuring proper fitment. Lug nuts installation kits, hub rings sets, and center caps contain specific sizes.

Organization Best Practices

The following Best Practices provide techniques to create a well-organized accessories storage.

Lug and Installation Kits

- All installation kits should be placed with the label facing outward.
- All rows should be labeled with kit article number. Example: 14 x 1.5 kit, then the 12 x 12.5 kit
- The black version should be next to the zinc version.
- Bins are labeled and located at the bottom for loose lug nuts.



Hub Rings



- All hub ring kits are sorted by size and are placed with their label facing outward.
Option: hanging brackets are available.
- Fast movers or common sizes should be positioned at the top.



TPMS Storage

Stocking and storing TPMS kits and sensors is critical to ensuring the customer received the correct rebuild kit or replacement sensor.

Organization Best Practices

The following Best Practices provide techniques for locating the correct sensors and eliminating footsteps during a vehicle service.



Most Common Sensors Storing

- The most common sensors are located in wall sleeves by the Invoice Box.



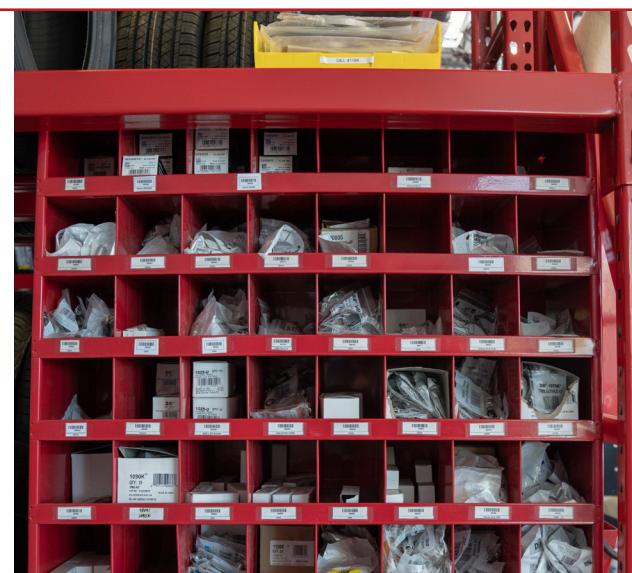
Most Common Rebuild Kits

- The most common universal rebuild kits are located in bins at each tire changer.
- Bins are labeled with product description and article number to match the work order.



Storing Rebuild Kits, Sensors, and Bracket Kits

- Sensor cabinet is readily accessible in a common area close to the CSL Station.
- All sensor shelves are marked with labels.
- The most popular kits and sensors are at the top.
- There NO open boxes.
- Bands and Brackets are stored next to or on top of the cabinet.



Valve Stem Storage

Valve stems are a part of Goods Issue to Consumption, meaning they are restocked daily. A well-stocked and well-labeled valve stem inventory ensures that valves get restocked in a timely manner.

Organization Best Practices

The following Best Practices provide techniques for storing and labeling valve stem boxes for easy pull and replenishment.

- Valves are stored on shelf and stored by size and type.
- The shelf is marked and labeled for placement.
- There are NO open boxes as valves are considered “Goods Issue to Consumption.”

Note: This means that each box is scanned out of stock upon opening.



Wheel Weight Storage

Wheel weights are a part of Goods Issue to Consumption, meaning they are restocked daily. This requires a well-stocked and labeled cabinet and wheel weight carts.

Organization Best Practices

The following Best Practices provide techniques for storing and labeling valve stem boxes for pulling and replenishment.

Wheel Weight Cabinet

- Weights are organized by color and type.
- Heavy weights are stored at the towards the middle; not top or very bottom of the shelf.
- Shelves are labeled for each weight type for placement.



Wheel Weight Cart

- Boxes are organized by weight type and weight.
- Open boxes are only on the cart as they are "Goods Issue to Consumption" and scanned out-of-stock upon opening.



Wiper Blade Storage

Well-organized wiper blade inventory ensures that the right size is easily identified and end up on our customer's vehicle.

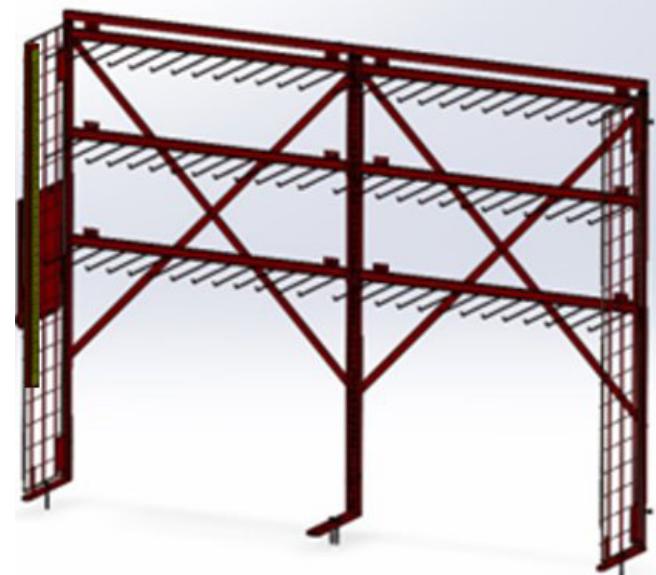
Storage Guidelines

Each store should have two wiper blade storage racks. The following storage guidelines provide standards for the three layout options.

- The preferred location for install is in the first rack facing the showroom, closest to the door to the Showroom. (See Wiper Blade, Replacement OEM Lugs, and BOPIS Storage Rack Setup for more details.)
- Ruler and fender guard storage are located on the left side panel of the rack.

For ease of access;

- Longest wiper blades should be placed on the top rack.
- Shortest wiper blades on the lower rack.



Storage Layouts

Side-by-side

This is the preferred storage solution for most locations.

Width: 85", Depth: 13", Height: 60"

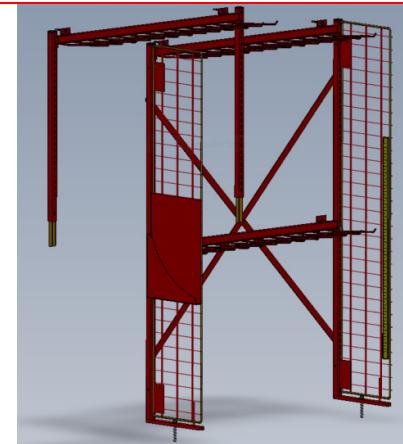
Note: If you cannot place the wiper blade storage racked in the first rack facing the showroom, there are two other ways this kit can be configured and placed.



End Cap

Individual rack x2

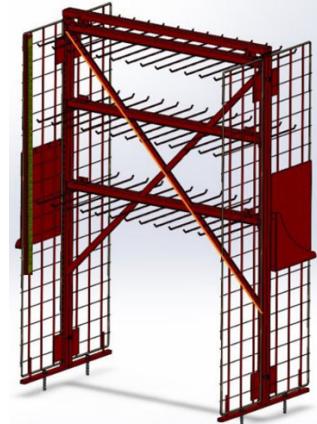
Width: 43", Depth: 13", Height: 60"



Freestanding

Back-to-back

Width: 43", Depth: 26", Height: 60"



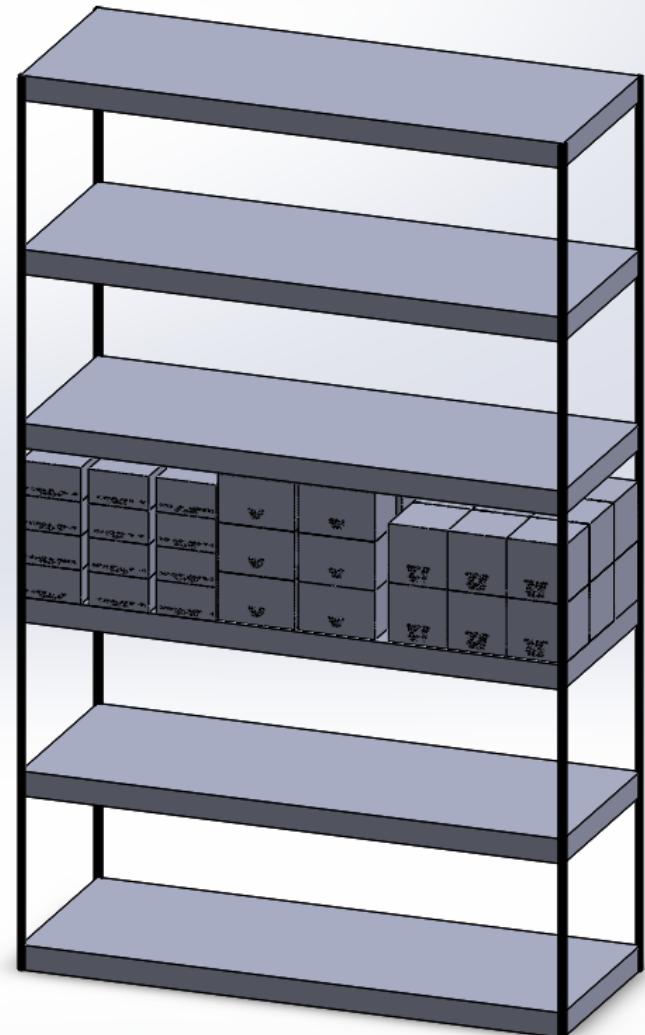
OEM Replacement Lug Nut Storage

OEM replacement lug kits are a critical component of ensuring our customers' safety. By keeping them readily accessible and organized, we can quickly replace the customer's damaged or missing OEM lugs.

Organization Best Practices

The following Best Practices provide techniques for storing and labeling OEM replacement lug kits for easy access and replenishment.

- The preferred location for install is in the first rack facing the showroom, between the wiper blades and BOPIS storage racks. (See Wiper Blade, Replacement OEM Lugs, and BOPIS Storage Rack Setup for more details.)
- The eight top selling kits should be stocked in the fourth rack from the bottom.
- Each shelf will hold eight articles across (side-by-side).
- All columns should be labeled with the kit article number and vehicle manufacturer they replace.
- All kits should be placed with the label facing outward.
- Each column should only have one article.
- Less commonly sold kits should be stocked with heavier kits on the third rack from the bottom.
- The lighter kits should be stocked on the remaining shelves.



BOPIS Storage

Maintaining a separate storage area for BOPIS orders is critical to ensuring a customer's product is available and easy to find when they come in to have it installed.

Organization Best Practices

Keeping all the items in customer's order together in one place helps to ensure the products are available and prevents the accidental sale of these product to other customers.

- The preferred location is in the first rack facing the showroom next to the OEM replacement lug storage. (See Wiper Blade, Replacement OEM Lugs, and BOPIS Storage Rack Setup for more details.)
- When product for a BOPIS order is received, it should immediately be moved to the BOPIS storage area.
- Items should be consolidated and tagged with a printed order.
- BOPIS orders should be clearly labeled with the customer's name.
- Follow all inventory storage 5S Best Practices when storing BOPIS orders.

Wiper Blades, Replacement OEM Lugs, and BOPIS Storage Rack Setup

Storage guidelines provide standards for these commonly used items. Applying these guidelines helps to reduce wasted time and effort when assisting customers and servicing vehicles.

This is the preferred setup for stores. If your store cannot support this layout, work with your Regional Leadership to determine the optimal setup for your location.

