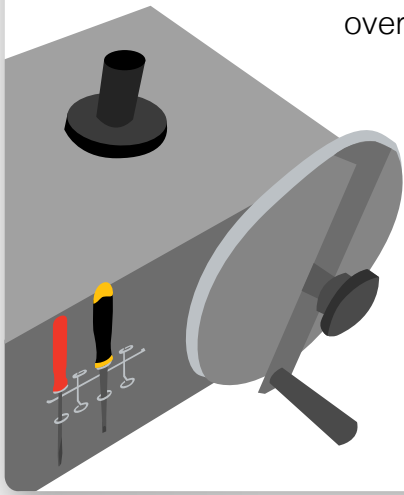


# TIDY UP YOUR TOOLS

5 CLEVER WAYS TO KEEP YOUR FACILITY'S TOOLS ORGANIZED

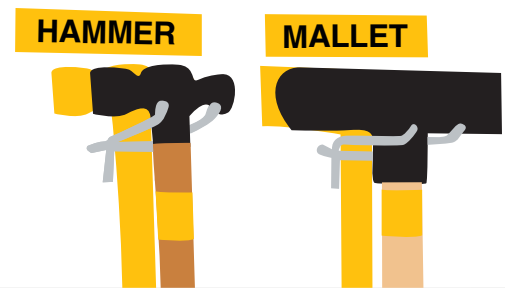
## 1 STORE TOOLS AT POINT OF NEED

The first and most basic rule of tool tidiness is to store what you need, where you need it. Seems like common sense, but it is often overlooked. To expedite work and reduce motion, consider storing your tools right next to machines or equipment using hooks, holders and magnets.



## 2 TOOL SHADOWS

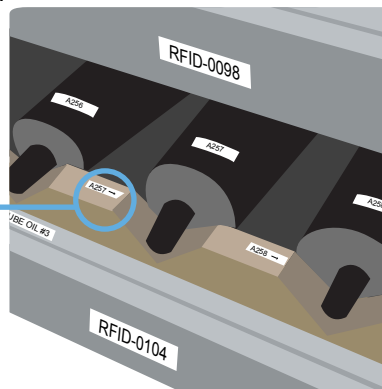
Every tool should have a home on your toolboard. To mark each tool's territory, use shadow board tape to create a shadow of your tool. Above each tool shadow, use a label to show the name or ID number of the tool.



## 4 LABEL INSIDE AND OUTSIDE OF DRAWERS, CABINETS & TOOLBOXES

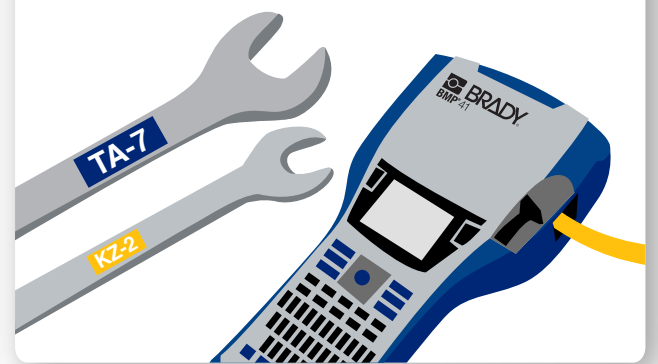
All drawers, cabinets and toolboxes should be marked on the outside to clearly indicate what's inside. But don't forget to also mark the inside of your storage compartments to identify where each item belongs.

**BONUS TIP:** Use foam cutouts or anti-slip mats to prevent the items from rolling around and shifting in drawers.



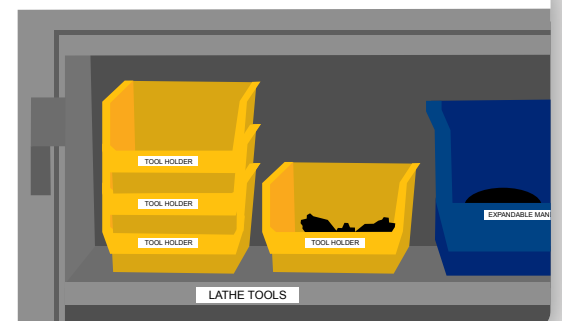
## 3 COLOR-CODING

Do your tools have the habit of "walking off" to other departments? Color code your tool board markings by department or work area; it's easy to tell when the tool from one area gets taken to another area.



## 5 REMOVE CABINET DOORS

Don't give clutter a place to hide. Remove any cabinet doors, or replace them with open shelving that makes the contents more visible. If employees can see the hardware, they'll be more likely to keep them organized.



For more information about workplace organization and lean/5S, visit [www.BradyID.com/visualworkplace](http://www.BradyID.com/visualworkplace).