

To continually examine our processes to provide greater value to our customers without waste.

# The Lean Line

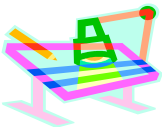
## Communications & CADD Ideas



### Communications Team

The Communications Team has been meeting since April and has been developing ideas to roll out to employees in the next couple months. The most productive purchasing is to pre-order and ship materials to the job site as much as possible, but occasionally people need to make a quick run to the store to purchase one more item to complete the job. Therefore, one of the first documents that the Communications Team is distributing is a list of Hardware Stores and Wholesale Houses, sorted by location within the Milwaukee metropolitan area.

This list will be a quick and easy reference for Foremen and Service when they need to make a last-minute purchase to complete the job. The list also shows whether a Grunau Purchase Order is accepted or whether cash is needed (and then an expense report submitted for reimbursement). The list will be distributed as part of an overall Communications Guidelines packet in a couple months, but if you need it beforehand, copies are available by the Service Dispatch desk, or from your Superintendent/Manager. The list will be updated as new store locations open or change.



### CADD Cubicles

The Computer-Aided Drafting & Design (CADD) detailers took the initiative to maximize their efficiency while minimizing their real estate space. The cubicles were recently reconfigured from where 3 existed to now seat 5 people. They reduced their actual square footage to 76 sq ft per person (vs. 108 sq ft in most of our 9x12 current cubicle configurations) but the area appears to be spacious and organized. The detailers wanted to work in a team-collaborative style so while each person has their own work space, they essentially sit in one large cubicle. There is more willingness to share ideas, plus they can share prints on 2 community work surfaces. The configuration benefits the detailers by allowing open communication on their projects without breaking their work tasks. Take a look at their space and if you think a team pod might benefit your own area, let someone on the Office Work Space Team know so we can plan for the 2007 remodel.

