

# Workspace Organizer Kits

Solutions for:

- Accountability Systems
- Asset Management
- Productivity/Lean Manufacturing Programs
- Efficiency/Ergonomics Management
- Safety Programs
- Tool control & FOD/FOE Programs

- |                   |                               |                           |
|-------------------|-------------------------------|---------------------------|
| ■ MEDICAL SYSTEMS | ■ ARCHIVE/ANTIQUITIES STORAGE | ■ WORKSHOPS               |
| ■ LABORATORIES    | ■ MANUFACTURING LINES         | ■ INSTRUMENT/TOOL STORAGE |
| ■ INSTITUTIONS    | ■ ASSEMBLY ROOMS              | ■ ANY WORKSPACE           |
| ■ CRIME LABS      | ■ REPAIR SHOPS                | OR STORAGE AREA!          |

- Organize & Control Instruments, Tools, Utensils, Apparatus, Supplies
- Easily Cut out Silhouette Pockets to Hold Unusually Shaped Objects

## Custom Drawer Organizer Instructions

*A Place for Everything & Everything in Its Place!*



# Benefits of a LISTA Workspace Organizer Program:

LISTA recognizes the importance and value of organizing for efficiency in the workplace. Lean manufacturing programs need ergonomic functionality integrated with controls to achieve and maintain the optimum for quality, productivity, cost containment, asset management/security, and employee safety.

The LISTA Organizer Program provides a basic foundation upon which other programs can be built for accountability, control, secure storage, and safety. LISTA recommends that your storage and organizing program be built around management's objectives for those subjects. Management commitment and team communication are critical to the success of your program. Developing an effective organizing system is hard work that requires planning and the reviewing of details. The role of the user is critical to determine the unique situations encountered by employees performing specific tasks and the need for individual customization to accommodate employees.

LISTA offers program management, technical support and training to compliment a successful program within your business.

MEDICAL SYSTEMS, LABORATORIES, CLEAN ROOMS, INSTITUTIONS, ARCHIVE/ANTIQUITIES STORAGE:

The LISTA Organizer Program recognizes the critical storage environment required when handling medical, delicate instrument, archival material and/or antiques.

Special Technical Grade LISTA Foams suitable for electronic and medical environments are available, including Autoclaveable foam, Antiseptic and/or Chemically Impregnated foam, Static Control foam (conductive, static dissipative, antistatic), Haz~Mat foam (exceptional chemical resistance), and Control Archival Foam (specifically developed to eliminate degradation caused by out-gassing, and selected by the National Preservation Office and British Museum for storage and protection of ancient materials).

MANUFACTURING LINES, ASSEMBLY ROOMS, REPAIR SHOPS, WORKSHOPS, INSTRUMENT/TOOL STORAGE, TOOL CONTROL & FOD/FOE PROGRAMS, ANY WORKSPACE OR STORAGE AREA:

The LISTA Organizer Program meets requirements of military/aerospace FOD/FOE programs. The total accountability for each object stored in a LISTA drawer has comprehensive safety implications. Tool control is an important management resource that addresses the issues of safety, productivity and asset management/security.

## Planning Your Workplace System

The following recommendations should be considered:

### Organizing and Preparation

#### The Benefits of Proper Prior Planning

LISTA recommends that a coordinator/facilitator to be assigned for each project to guarantee uniformity within your system. The facilitator receives advanced training and acts as the communicator to and for the team. Each Workstation Shelving Unit or Cabinet should be designated by a unique name/number.

- Name
- Top Level Numbering System
- Drawer/Shelf Numbering

It is recommended that each silhouette pocket contain a descriptive name or number.

All personal items should be eliminated or initially assigned to a specific drawer. A successful program eventually eliminates all personal material from a workstation. Intermittently used materials or tools should be consolidated into one drawer. Drawer space is expensive real estate and should be carefully managed. Personal items and intermittently used materials are frequently the cause of FOD/FOE or contamination problems.

# Special Items Should Always be Considered for Inclusion into the Control Program Design

**Example:** (Specific to Tool Control, but Applicable in Principle to All Systems)

AFT SUB-ASSEMBLY	TOP LEVEL NUMBERS	DRAWER NUMBER
GENERAL MECHANICS KIT	GM1	GM-1-2-3-4-5-6-7
LAB SPECIMENS KIT	LBI	LB -1-2-3-4-5-6-7
MICROSCOPE ASSEMBLY KIT	MS1	MS - 1-2-3-4-5-6-7

## **“Positive” Item Control Benefits**

Exclusive custom tool drawer organizers can give you “Positive” Item Control when used jointly with Control Chits or Technician’s Picture I.D. Tags. All of these processes will help keep your Lab Supplies, Medical Instruments, Tools, and many more items in place.

## **Benefits of Proper Planning**

Many options may be selected and many variations may be developed to better suit your individual needs. Deep drawers can have layered inserts to better utilize the full drawer depth. Side-cut handholds will facilitate the lifting out of such layered inserts.

When adding items in drawers with layered inserts at a later date, trace the silhouette of the item, then cut through both layers of the Foam and remove the plug. In some situations, you may wish to cut the plug in order to use part of the plug to raise the height of the item in the pocket.

ALWAYS CONSIDER DRAWER HEIGHT. Knowing top-level clearance so drawers will open and close without interference is essential to item layout.

WE’VE FOUND ITEMS IN STRANGE PLACES! Never rush through planning and development of your item drawer Shadow Box Insert. CAREFUL PLANNING, ORGANIZATION, COMMUNICATION AND REVIEW are critical to development of drawer inserts for proper control.

## **Guidelines for Improving Designs**

Determine all of the items required to perform a specific task – including intermittently used items.

Allow for future growth and revisions – extra space for changes and engineering revision, which may require adding new items later. Every drawer insert should have open space. In the ideal situation, an entire drawer should be left available for future use.

Items should be grouped by sub-task or by common usage whenever possible. Once the initial group of items has been organized, the size of the cabinet, chest, and/or drawer can be determined. Avoid the common mistake of selecting cabinet or chest before determining how many items are required. MAKING IT FIT DOESN’T WORK.

## **Documentation**

Develop a list of the specific items to be placed in each drawer. This list should identify not only the item name, but also the item manufacturer’s name and part number. This list is a key item in a total control

program. Eventually, this list will become the control log for the Item Inventory Checklist mandated for any strict control system such as surgical procedure, tool control, and FOD/FOE programs.

*Positive Control Is a Must for Successful Systems  
A Place for Everything & Everything in Its Place!*

## **A Variety of Foam Types Available for Virtually Any Need**

Special LISTA Technical Grade Foams suitable for electronic and medical environments are available, including Autoclaveable foam, Antiseptic and/or Chemically Impregnated foam, Static Control foam (conductive, static dissipative,

antistatic), Haz-Mat foam (exceptional chemical resistance), and Control Archival Foam (specifically developed to eliminate degradation caused by out-gassing). Lista can help you choose the foam type best suited for your application.

# How to Make Custom Drawers Silhouette Pockets to Hold U

**Safety.** To cut out silhouette shapes to create storage drawer custom insert pockets to fit your own items, you will be using instruments with very sharp blades. Please keep the following common sense safety tips in mind at all times:

- Always hold a cutting instrument by its handle or casing. Never touch fingers or hands to sharp blade edges or points
- Always cut with the blade angled away from you to avoid injury if the blade slips
- Always use a cutting board beneath the work object, and make sure you have ample space for the task
- Always use a straight edge or template guide wherever possible to provide a firmer grip for more accurate cuts, plus protection against blade slippage
- Making several light strokes (taking care to be consistent & accurate) is more effective than trying to cut all the way through in one stroke. When you apply too much force, the blade may flex and not cut straight down. Too much force may cause the blade to slip, break, and result in injury
- A dull blade is not safe—it is more difficult to control, and requires more cutting force, leading to a greater chance of slipping, blade breakage, and injury
- Keep your mind focused on the immediate task when using any sharp instrument

## INSTRUCTIONS

**Step 1.** Let These Simple Suggestions Guide You to Success:

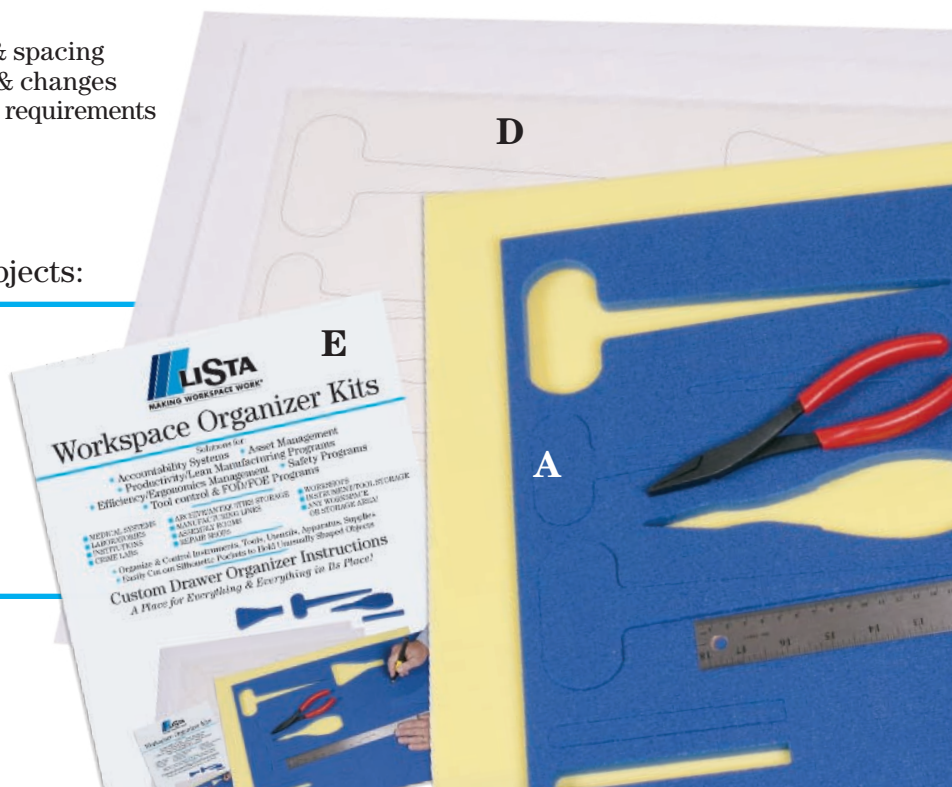
- Plan and organize as thoroughly as possible
- Identify all items, including control items and those seldom or intermittently used
- Determine size of storage unit needed
- Assign each item to a specific drawer
- Items not normally assembled need individual pockets for each unassembled component. Example: torque springs for air guns
- Develop a description/numbering system for entire unit
- List items by specific drawer
- Make drawer insert template
- Lay items out—confirm drawer fit & spacing
- Reserve space for future additions & changes
- Audit for missing items & overlooked requirements

This Kit Contains Everything You Need to Easily Cut out Silhouette Pockets to Hold Your Own Unusually Shaped Objects:

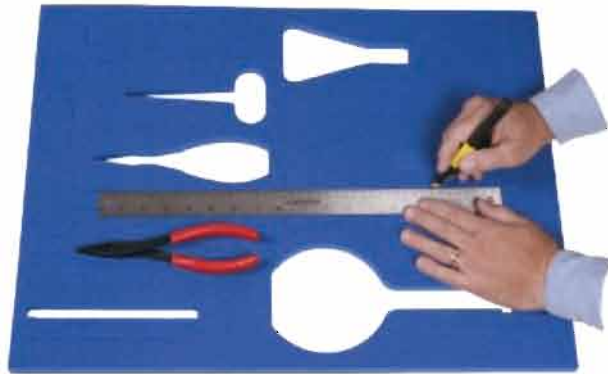
- A “Shadowbox” Two-Layer Foam (separate top layer & bottom layer) with pressure-sensitive backing for easy assembly
- B Cutting Tool
- C Scale/Straight Edge
- D Tracing Paper
- E Instruction Booklet



**Step 2.** Trace silhouette outline, and transfer silhouettes to desired size tracing paper for cutting. Position tracing paper with the final position (upside down) on back side of top layer of foam.



# Drawer Organizer Inserts with Unusually Shaped Objects:



**LISTA**  
making workspace work®

- For Help with:
- Item Layout Guidelines
  - If Items Don't Fit—  
Call for HELP:  
1-800-820-4830, ext. 31

Place each item silhouette in position on actual foam (with all item silhouettes down or mirror image)

**Step 3.** Cut out each tool silhouette in top layer foam only:

- Also cut slots for technician I.D. tag/control chits \*chits not included



**Step 4.** Carefully remove pressure sensitive backing sheet from back of top layer foam:

- Place top layer foam upside down on work surface with sticky side up
- Remove cut-out plugs prior to assembly



**Step 5.**

- Carefully position and align edges of top & bottom foam layers along short side and join together
- Apply pressure, and squeeze out any entrapped air

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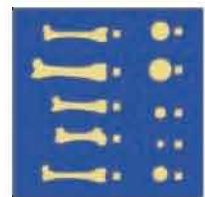
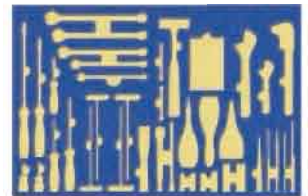
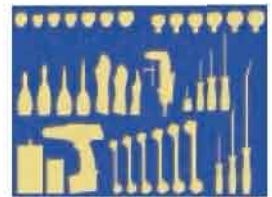
### For More Successful Tool Control Programs, Consider:

- Work center or cell item/instrument/tool requirements
- User involvement, item location, number of items
- Grouping items by specified task/activity/drawer
- Confirm requirement for duplicate items
- Items used most frequently should be most accessible
- Items which may be added in future
- When possible, smaller items should be in the front
- Preliminary drawer layout—confirm chest/roll cabinet size—confirm fit of each and every item in drawer
- All drawer layouts should be made first on paper tracing
- Spacing of 1/2" should be maintained—as layout becomes crowded, finger holes will be critical

For Tool Layout Guidelines,  
Call **HELP: 1-800-820-4830**, ext. 31

### For More Successful Drawer Layouts, Consider:

- Vertical item placement—on edge vs. flat
- Use drawer sides as part of the item pocket
- Interlock items
- Common pockets containing more than one item
- Stagger item placement
- Multiple layers (height of drawer must be adequate)
- Reduced spacing between small items
- Locating small items inside of large items
- Don't forget to reserve open space for growth or change



  
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