

# Layout of Stores Depot.

- Internal arrangement of stores depot. Physical arrangement of facilities, includes space needed for material movement, storage, indirect labourer (अप्रत्यक्ष श्रम) and all other supporting activities or service as well as operating equipment and personnel (कर्मियों).
- A good and proper layout is absolutely necessary, as material handling is the largest element of labour costs in the field of manufacture, storage, and issue.
- Efficiency of store keeping depends on how and in what way the internal arrangement is planned.

## Objectives of good layout:

- Maximum utilization of available space providing for safety and security.
- Less Material handling.
- Better facilities for material inspection.
- Avoid congestion(भीड़) and achieve greater efficiency of stores depot.
- Avoid multiple handling.
- Facilities to observe “First in First out” procedure.
- Better utilization of equipment and manpower.
- Improved worker morale (कार्यकर्ता का मनोबल)

## Factor for good lay out of Depot:

- Location of Depot
- Building planning
- Materials Factor
- Manpower factor
- Service factor
- Flexibility Factor:
- Other important features

# Location of Depot

- Approach road, free accessibility, flexibility of arrangement, provision of fire fighting equipment and free from pilferage and thefts.
- Provision of compound wall or boundary with barbed wire fencing.
- Office accommodation with provision of time office and facilities for the employees.
- Provision of Receipt and inspection Section.
- Proper ventilation

For efficient material handling, the following facilities shall be considered:

- Provision of Siding.
- Loading and unloading facilities at siding.
- Loading and unloading facilities for the materials received by Roads.
- Accommodation for handling equipment and their safeguard and repair

## Materials Factor

- Provision of godowns in accordance with the type and nature of materials and type of handling, it should be in accordance with design, and specification, characteristics, quantity, and variety of materials.

## Manpower factor:

- Sufficient and minimum requirement of staff should be sent.
- Sufficient security men for guarding the materials in the Depot.
- Under this safety and working conditions, manpower requirement, man utilization etc are considered.
- Specific safety item like floor free of obstruction, worker not exposed to hazards.
- Provisions of exits have to consider.
- Comfortable to the workers from the viewpoint of working conditions.

### Service factor:

- Provision of fire fighting equipment.
- Lighting in yard, inside godown, compound wall.
- Provision of tower light/watch tower.
- Provision of quarter to staff.
- To provide sufficient slotted angle racks in all wards besides pallets etc.

### Flexibility Factor:

- The layout should be designed so as to facilitate taking care of any expansion programme.

Other important features: Some more important features for large stores depot of Railways are:

- Properly designed siding, which can accommodate a full rake, wherever necessary
- Unloading platform at the rail siding, with adequate width for movement of platform trucks, forklifts, mobile road cranes, etc.
- Arrangement to receive lubricants in bulk, refilling in drums, and metering facilities for direct issue in certain cases.
- Separately area for receipt, Accountal and inspection, so placed as to result in minimum cross-movement with materials in the stocking area

## Summaring up:

- The layout of the depot and the materials handling should be considered as an inter-depedent (एक-दूसरे पर आश्रित, परस्पर-निर्भर),
- Necessary to plan the layout of depot, taking into consideration the requirement of material handling .
- The benefit accruing from an efficient system are obvious (स्पष्ट).
- A good depot layout and the material handling system improve the economy of depot by reducing possibilities of accident and give rise to better house-keeping thus improving employees morale.

**THANK YOU**