



Blue Oval

4767 Stanton Somerville Rd

ITEMS TO ADDRESS

- Current Contract admin.
- On yard Report .
- Current on Rent Report, check for accuracy, by customer / sub customer.
- Individual duties and responsibilities identified.

INVENTORY CONTROL

- Key Inventory Control
- Tire Sock Inv System
- Parts Inv Control

Blue Oval

TOP PRIORITIES

Establish a 24 hour gate ERS

- Gate Remains Closed
- Limits Access
- Establishes equipment control
- Improves Yard Safety
- Eliminates Theft
- Inventory Control
- Yard Tech Reports to this person
- Responsible for “Front Yard Organization

Establish one area for receiving

- Set up the connex that is currently beside the shop
- All Parts, Merchandise & other items that need receiving are off loaded in this area.
- Shop Manager or designee are the only people with access to this connex
- Proper Bin Locations Established across facility.

Shop Manager

- Create Clear Defined Roles & objectives for this position.
- Responsible for the “back yard” down equipment organization & receiving area.
- Responsible for Parts Inventory
- Install reservation board & computers in shop or at least laptop stations

HEADCOUNT

- Manager
- Service Department
- Sales
- ERS
- Delivery
- Road Tech
- Yard

TARGET DATES

- Head Count Additions
- Top Priority Completion
- Inventory Completion
- Bin Location Completion

TOP PRIORITIES

Office Trailer

- Administrative ERS. Establish and ERS to help with contract admin, creating reservations, working halt reports etc. Reduce work load on Ty and move the operation to a more proactive vs reactive approach, this team member could also take the role of dispatching service calls.
- Reduce external distractions in office trailer. Most customer interactions should be handled from the ERS gate house.
- Service Manager - Handle the daily overview with the ERs on service calls, Shop manager review of daily plan, annuals, PM services, keep his finger on the overall pulse of the service department.
- TY - Reduce office distractions so he can utilize his resources to better serve the customer and help put in place processes for organization, ie key organization.
- Manager - Matt - Work on Fleet, People & Processes