

Appendix 4-6

GUIDELINES TO MAINTAIN A WELL-ORGANIZED STOCKROOM/STORAGE AREA

- Label proper location for products. Ensure similar products are labeled and are in one location. Boxes are also labeled.
- Return items to proper location.
- Ensure area is neat and free of trash.
- Use a rotation system for stock. Ensure that the older stock is sold first.
- Monitor stock levels. Overstock products can lead to obsolescence, theft, passed expiry dates or proper season times.
- Use safety procedures in the stock/storage areas:
 - Place stock in a secure manner
 - Put heavy boxes on lower shelves
 - Lift items properly using your legs and not your back
 - Place high-volume products in easy-to-reach location
 - Use ladders for hard-to-reach stock
 - Keep fire exits free from obstructions
 - Ensure adequate aisle stock to move freely
 - Do not cover electrical panels with stock