As a Facilities Clerk, Treena Miller is responsible for maintenance and repair work on everything from floors and ceiling tiles to overhead lights around the SFU Surrey Campus. In order to carry out the work, Treena and the team rely on a variety of hardware like nuts, bolts, screws, and washers to help with the day-to-day repair and maintenance of the campus. The fasteners used by the team were randomly stored in drawers, bins, cups or buckets leaving clerks with no choice but to sift through containers of mixed hardware to find what they needed. "We basically had the fasteners sitting around in cans and jars unsorted and all mixed together," admits Treena. "So when we needed a specific nut or bolt, it was a time waster to go digging around to find what you needed."

Treena knew there had to be a better way.

THE OBJECTIVE
To have a well-organized collection of fasteners with quick and easy access for clerks. To be able to tell at a glance when fasteners were low on stock.

THE APPROACH
Faced with a limited budget, the team knew they’d have to be resourceful. Luckily, they were able to acquire an old drawer cabinet after an IT renovation project that matched their needs. “The cabinet is about 5 feet tall and very sturdy with shelves deep enough to allow double layers of hardware,” says Treena. "To maximize space, we created a second layer in each drawer by installing sliding trays on rails crafted from discarded metal. With the help of our friends in the Mechatronics machine shop, we were able to fashion metal trays from pieces of discarded metal left over from a recent library renovation. Our only cost was purchasing the Schaller red plastic modular bins to help us keep things organized."

With the cabinet in place, Treena and her team took the time to sort the fasteners by type and size. The team then organized the fasteners in the drawers accordingly providing them a fully organized fastener system made almost entirely from recycled or re-used materials.

THE RESULT
The Facilities Services team now have an easy to access, easy to view, easy to sort, system of fasteners. All nuts, bolts, screws and other fasteners are now stored in two drawers in the cabinet with the remaining drawers serving as storage for small tools. The modular plastic bins allow clerks to take bins of fasteners to the work site without disturbing the organization or flow of the storage system and saves staff an enormous amount of time and grief. "I’m happy that we were able to put this project together. It makes everybody’s life easier. This improves our efficiency, which ultimately has a positive impact on the service we provide for our campus."