

# Staff Meeting

Since April 10 we've been doing some of this:

# 6S to Success

1

## **SORT**

Eliminate objects in the workspace that are not in use  
store or discard them



2

## **STRAIGHTEN**

Arrange any items used on a daily basis so they  
may be easily accessed and quickly stored



3

## **SWEEP**

Everything is clean and functioning properly



4

## **STANDARDIZE**

Develop a discipline for SORT, SET, and SHINE



5

## **SUSTAIN**

Create a culture that follows these steps  
on a daily basis



6

## **SAFETY**

Identify and eliminate all hazards  
for a zero accident and injury free workplace



# BEFORE



Can you see the waste?



**BEFORE**



**AFTER**



AFTER



# 7 Forms of Waste



## TRANSPORTATION

Excessive moving of raw material or inventory

1



## OVER PRODUCING

Manufacturing product before it's required

2



## OVER PROCESSING

Adding extra value when it is not required to satisfy the customer

3



## INVENTORY

Building or storing excess raw material, WIP, or finished goods

4



## DEFECTS

Reprocessing, inspections, or correcting work

5



## WAITING

Processing delays, downtime, bottlenecks, no parts

6



## MOTION

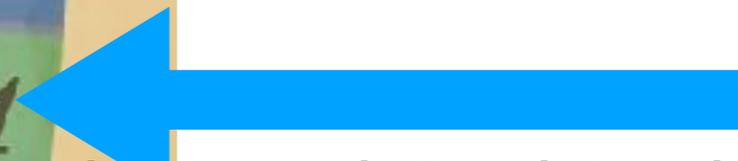
Human motions that are unnecessary or ergonomically incorrect

7

What was improved?



eliminated transporting things from one side to the other



when you see better what you have in stock you don't "over order"



no clutter = less breaking of products



how much time is saved by not having to move things around/having to look for things?

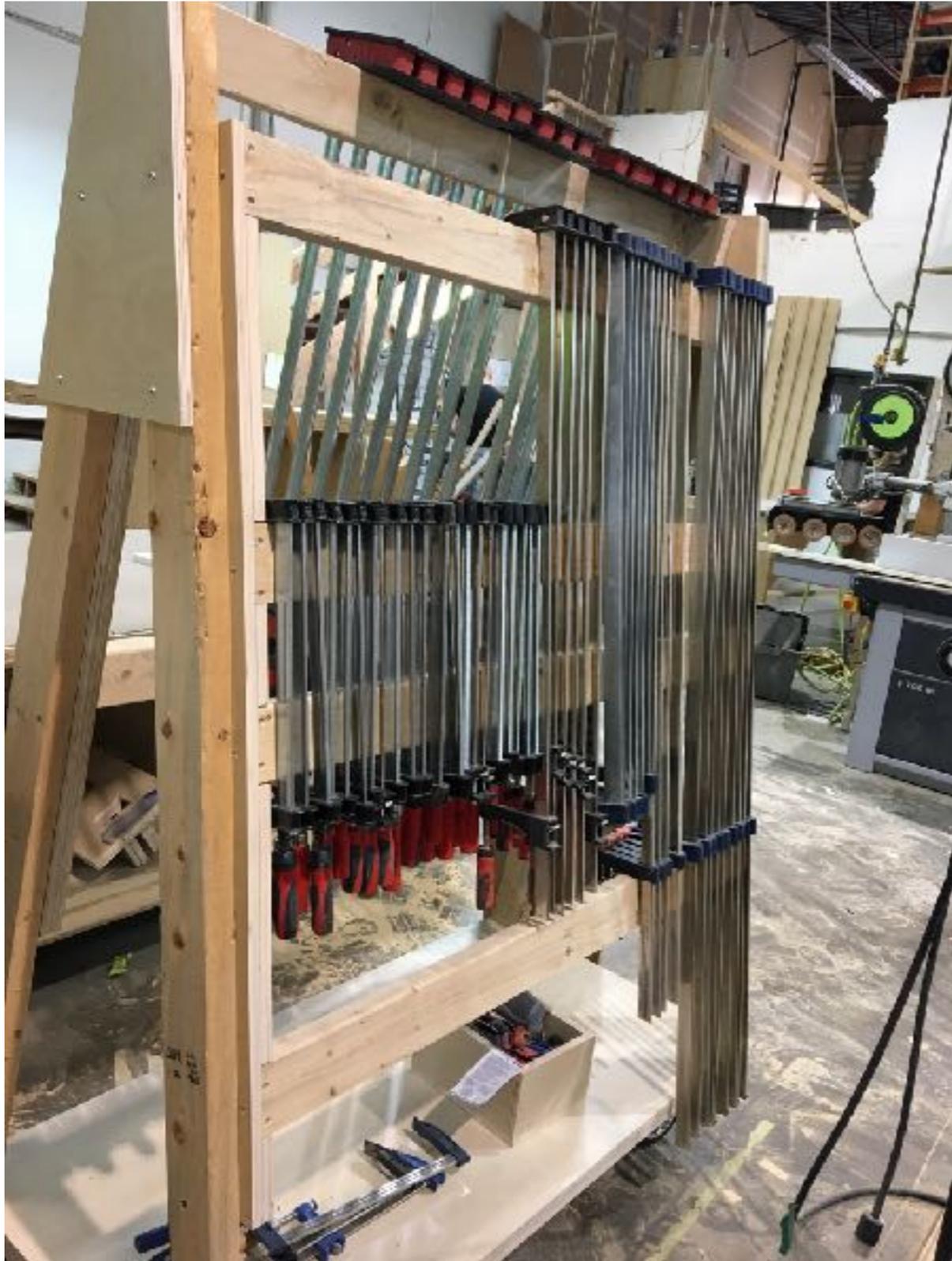


**BEFORE**

### Forms of Waste

<b>TRANSPORTATION</b> Excessive moving of raw material or inventory	1
<b>OVER PRODUCING</b> Manufacturing product before it's required	2
<b>OVER PROCESSING</b> Adding extra value when it is not required to satisfy the customer	3
<b>INVENTORY</b> Building or storing excess raw material, WIP, or finished goods	4
<b>DEFECTS</b> Reprocessing, inspections, or correcting work	5
<b>WAITING</b> Processing delays, downtime, bottlenecks, no parts	6
<b>MOTION</b> Human motions that are unnecessary or ergonomically incorrect	7

AFTER



# 7 Forms of Waste



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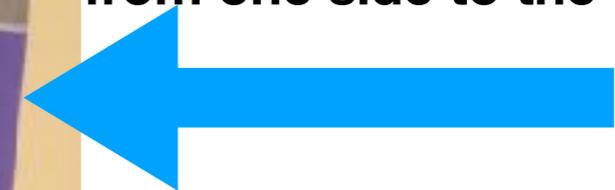
## MOTION

Human motions that are unnecessary or ergonomically incorrect

7

What was improved?

eliminated transporting things from one side to the other



no more waiting for Mario to get out of the way



Now that the clamps are on racks they are more mobile  
Less motion to retrieve/ place back







# 7 Forms of Waste



## TRANSPORTATION

Excessive moving of raw material or inventory

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## MOTION

Human motions that are unnecessary or ergonomically incorrect

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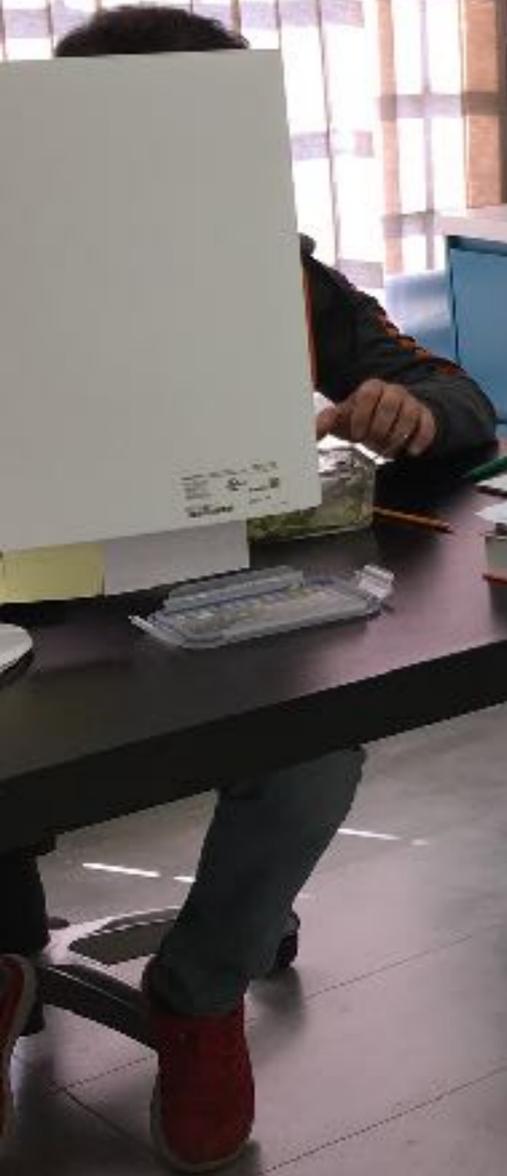
What was improved?

No more moving pages around and flipping through pages



No more flying pages



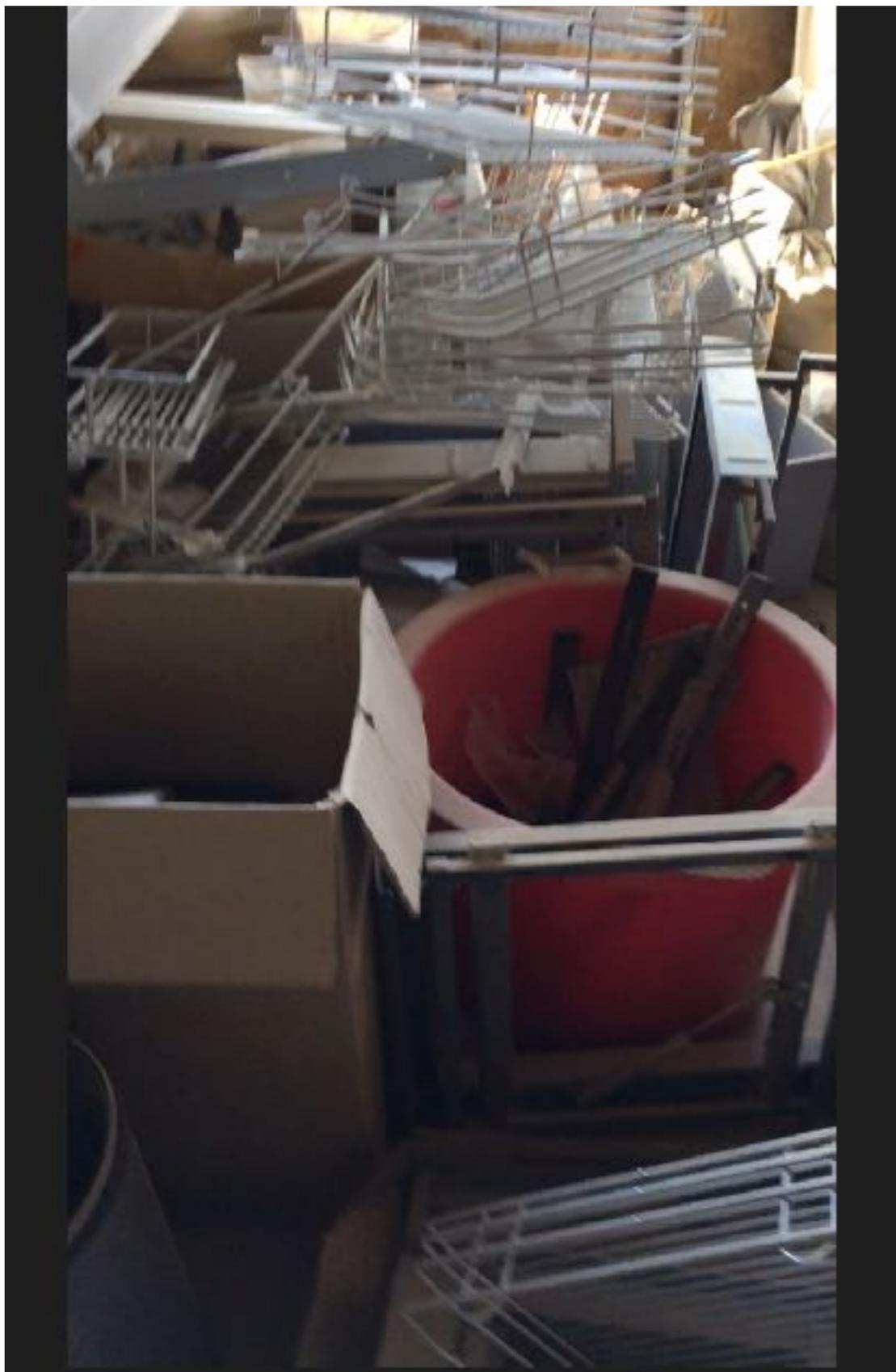




Handwritten notes on a corkboard, including a calendar and several memos.



**BEFORE**



**AFTER**



## **Next on Agenda**

- 1. Safety : leaning against walls**
- 2. Better Ventilation Finishing**
- 3. organizing**
- 4. Washrooms**
- 5. sanding cart**
- 6. sanding paperwork**
- 7. buying a BLUM hinge Boring**
- 8. buying a wrapping machine**

## 1. SAFETY

- Luci was cleaning the other night when a pile of sheets fell down nearly avoiding crushing her foot. She was there after hours, by herself. It could have been hours till someone would've looked for her



## **2. VENTILATION**

**Jeff and Anja's place needs to be better ventilated  
Rick said so and also Anna (our outsourced  
finisher) noticed there is bad ventilation leading to  
poor air quality**

**IDEAS?!**

### 3. organizing

Currently Nicu , Monika and Yoshi are working on reorganizing the Shipping receiving area. In the future Vinicius will do the receiving  
It needs to be so organized that if we send Sandu or Luci to get a box of glass for the Legraboxes for Kentwood they should be able to immediately recognize what and where it is. No more asking around for items!



- 1. we should have individual storage (ex. - Iacob, Mario, Violeta, Cipi, Nicu, Peter have their own )**
- 2. then we should have storage for common goods - please tell me what goes in this one (DAP, screws, glue etc) people should only have 1 can of glue for ex. that way we know when we need to reorder and don't have excess inventory**
- 3. then we should have storage for not so common goods (like these blind shelf supports , the thing Anja was looking for yesterday was it drywall putty?)**

**So:**

- 1. we know that individual storage is at each station**
- 2. common goods storage: could it be by Nicu's? or could it be at Sandu's?**
- 3. not so common goods storage: where?**

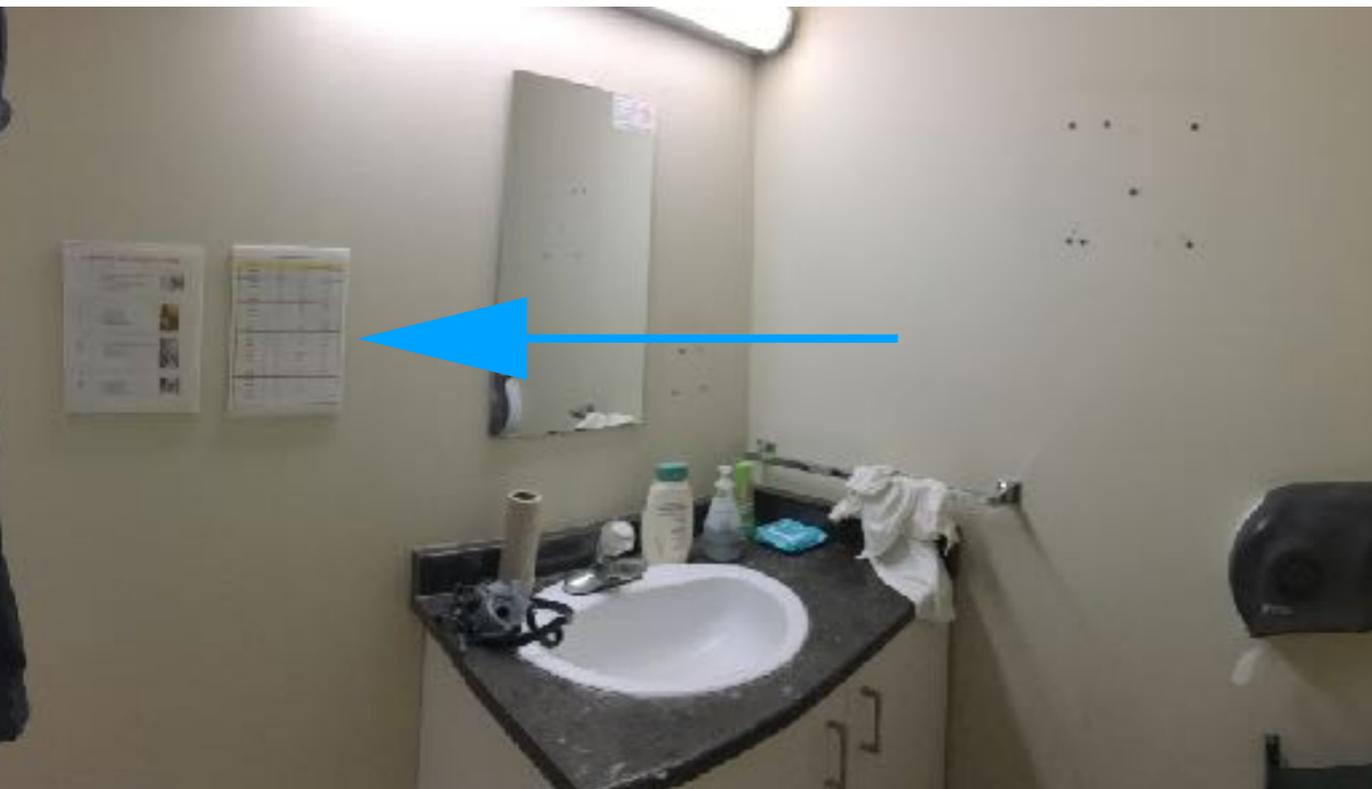


**PS if don't leave stuff like this lying around,  
please take it to the cardboard recycling/garbage**



## 4. Washrooms

Please check the cleaning schedule and keep clean the washroom when it's your week



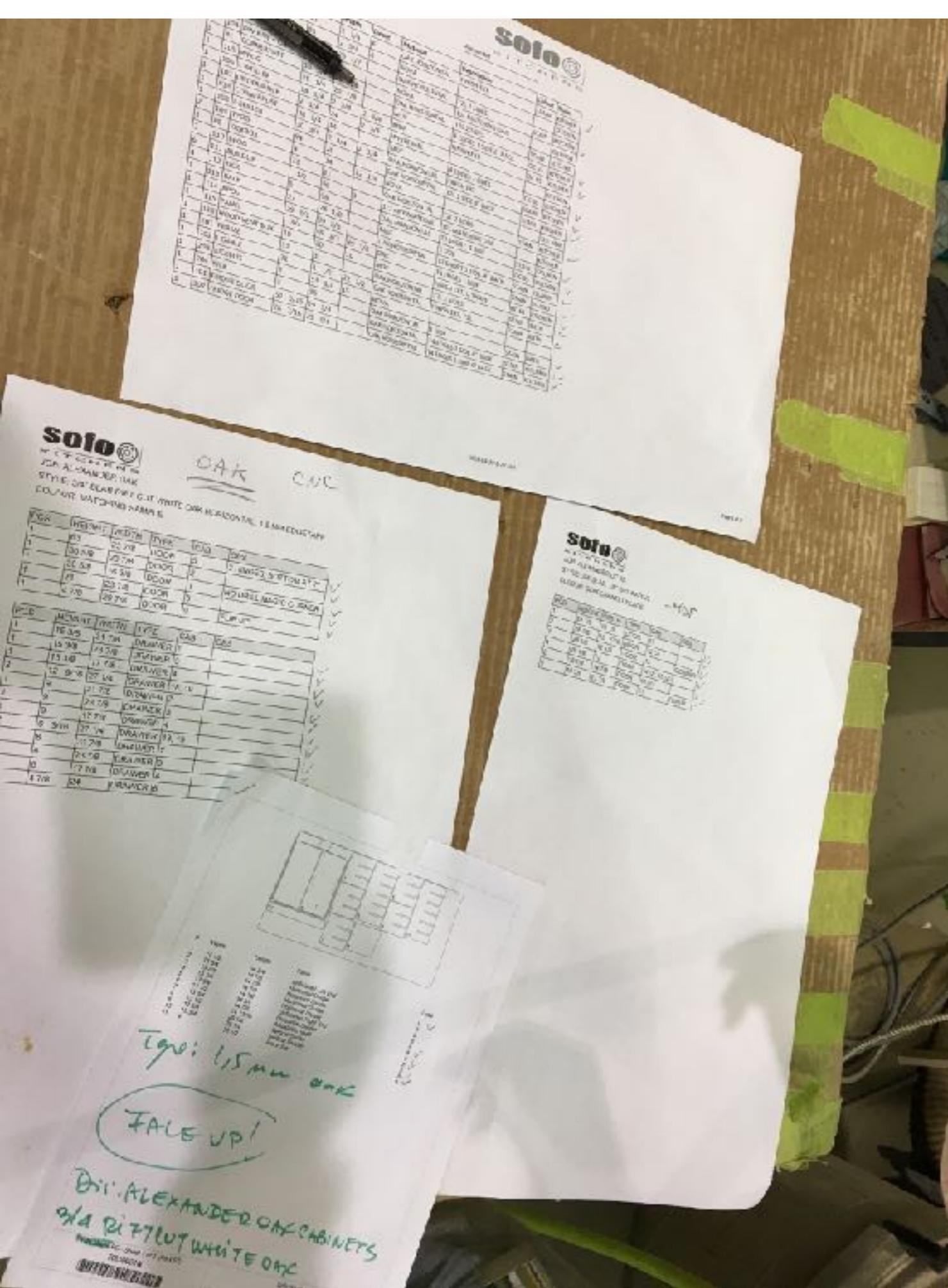


## 5. SANDING CART

Radu made a cart for the sanded parts that go to Ana. The idea of forklifting the cart was good and it worked but Mike suggested using a cart that has air filled tires, has an under carriage for the forklift forks and is A frame







## 6. SANDING PAPERWORK

### SANDING LISTS

Figure out the list for sanding the parts

- will there be one large sheet containing CNC, custom parts, edgeband)?
- what will be on the list?

last week Sandu and Luci noticed that 4 doors were NOT on his list so they inquired and it turns out doors were forgotten to be made. They were quickly made and the job went out without missing parts

**GOOD JOB!**

# 7.buying a BLUM hinge Boring

## Test The Best ! MINIPRESS



**Show Special \$2,250.00**  
**MINIPRESS P – M53.1053...**  
 ... Your workshop specialist

- Pneumatic feed
- Drilling distance is set via digital read-out
- Multiple drilling heads available
- Built-in laser for error free drilling

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Distributor Name: \_\_\_\_\_

**Promo Valid From**  
**Nov. 2, 2017 - Feb. 03, 2018**

### i Features



**Drilling of various patterns**  
 With the multi-rotated drilling head, various drilling patterns for furniture fittings can be set quickly, tool free and precisely.



The required drilling distance can be read from the feet using the digital read-out.

### i Bonus show special



€ spindle drilling head: MZC 6003  
 Used for drilling of carcasses and fronts  
**Show special \$680.00**

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## PRO-CENTER



### Multi purpose

PRO-CENTER is the most capable among our drilling and insertion machines. PRO-CENTER can be used for all vertical and horizontal drillings. You can also insert fittings vertically. An extensive construction system (set-up plans, drilling heads and rulers) ensures that the proven PRO-CENTER will meet individual assembly requirements.

- Vertical drilling and component insertion
- Horizontal drilling
- Quick change of drilling heads already equipped with drill bits and insertion rams
- Fast changeover of dedicated rulers with pre-set stops
- Drilling depth and drilling distance settings through revolving stops

### Case studies



Each work step is illustrated systematically and colour coded in the set-up plan



The colour coded system simplifies PRO-CENTER set-up



The pre-equipped drilling head, which is also colour coded, is inserted and secured using a locking device without the need for tools



The appropriate drilling distance for the drilling positions of the hinges, mounting plates, connectors, line drilling and wooden dowels are pre-set. Other dimensions, which are required on a regular basis, can also be pre-set



The dedicated ruler with colour coded stops can be fitted in a matter of seconds without the need for tools



Drilling depth can be pre-set on fixed positions using the colour coded revolving handle (revolving stop)

## PRO-CENTER



Symbolic image

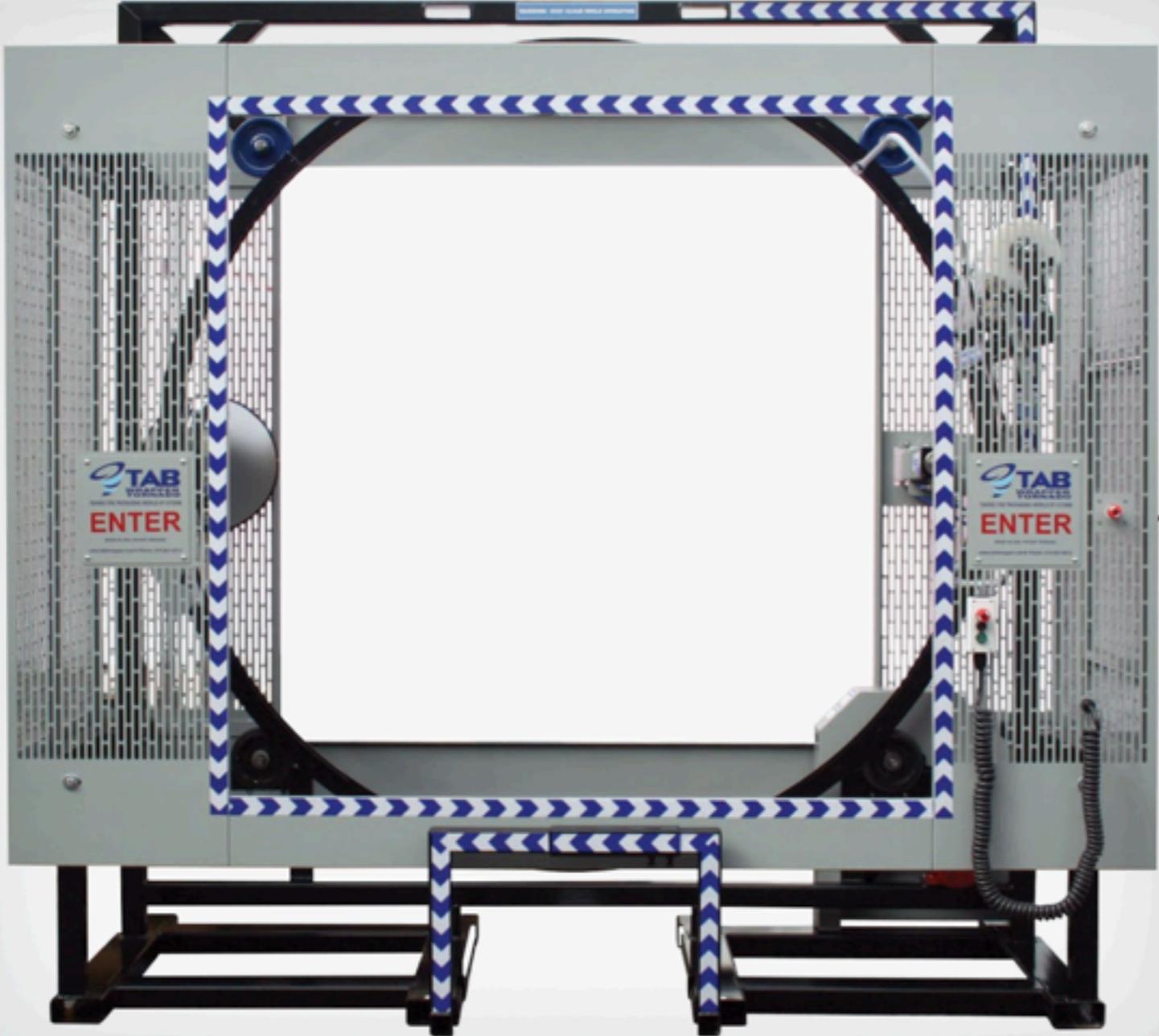
- Including horizontal drilling head (3-spindle)
- Supplied with ruler system, work table and toolkit
- Different voltage can be supplied upon request
- Rulers, drilling heads and other accessories are not included as part of the basic machine



# 8. Buying a wrapping Machine

 **TAB**  
WRAPPER  
TORNADO  
TAKING THE PACKAGING WORLD BY STORM

  
Made in USA  
Patent Pending



## Option A 40" diameter

### TAB WRAPPER TORNADO 40"

- Dimensions: (L)5'9"x(W)4'2"x(H)6'6"
- Weight: 1,650 lbs.
- Accommodation: 24" x 24" pallet
- Current: 220 volt
- Freight: FOB Reading, PA
- Warranty:
  - Frame 5 years
  - Electrical 2 years
  - All other components 1 year
- \$15,995.00

**+ infinite length.**

**too small?**

## Option B 80" diameter

### TAB WRAPPER TORNADO 80"

- Dimensions: (L)9'x(W)4'2"x(H)8'6"
- Weight: 2,000 lbs.
- Accommodation: 48" x 48" pallet
- Current: 110 volt
- Freight: FOB Reading, PA
- Warranty:
  - Frame 5 years
  - Electrical 2 years
  - All other components 1 year
- \$18,995.00

**+ infinite length.**

Hi Andy

It would not be on pellets.

We wrap small and big parts like fridge gables entire cabinets .

Smaller size 24x36"3/4" thick(high)

Largest 10'x2' 3/4" thick(high)

Most of them are flat items up to 3" thick.

Weight is not too heavy up to 50 lbs per piece. I don't have pics right now but hope this is enough

Thanks

Hi Monika,

After looking over the dimensions that you sent me, I feel that a slight variation to the machine will be required. Instead the machine that you saw at Brenco that used 20" wide wrap, I would like to propose that we make a custom size unit that is slightly narrower in depth to that of our standard 80" unit. This custom unit will also use 10" wide wrap instead of 20" wide wrap. The reason for this is because your minimum product dimensions are so short in length that if you want to wrap using conveyors the gap required between the infeed and outfeed conveyors with our standard machines would be too great for your minimum size product. If we go with a custom size TAB WRAPPER that uses 10" wide wrap, this would allow us to reduce the gap between the infeed and outfeed conveyors, thus allowing us to more easily and safely wrap your minimum size product.

If you elect to go with the skinnier TAB WRAPPER that I am proposing, I also feel that we can use two 10' long gravity roller conveyors instead of the normal powered roller conveyors. This will result in a significant cost savings to Sofu Kitchens. I would also recommend that we apply a Kastalon coating to all the rollers of the gravity conveyors to help protect your product as well as to help prevent it from fish-tailing during the wrapping process.

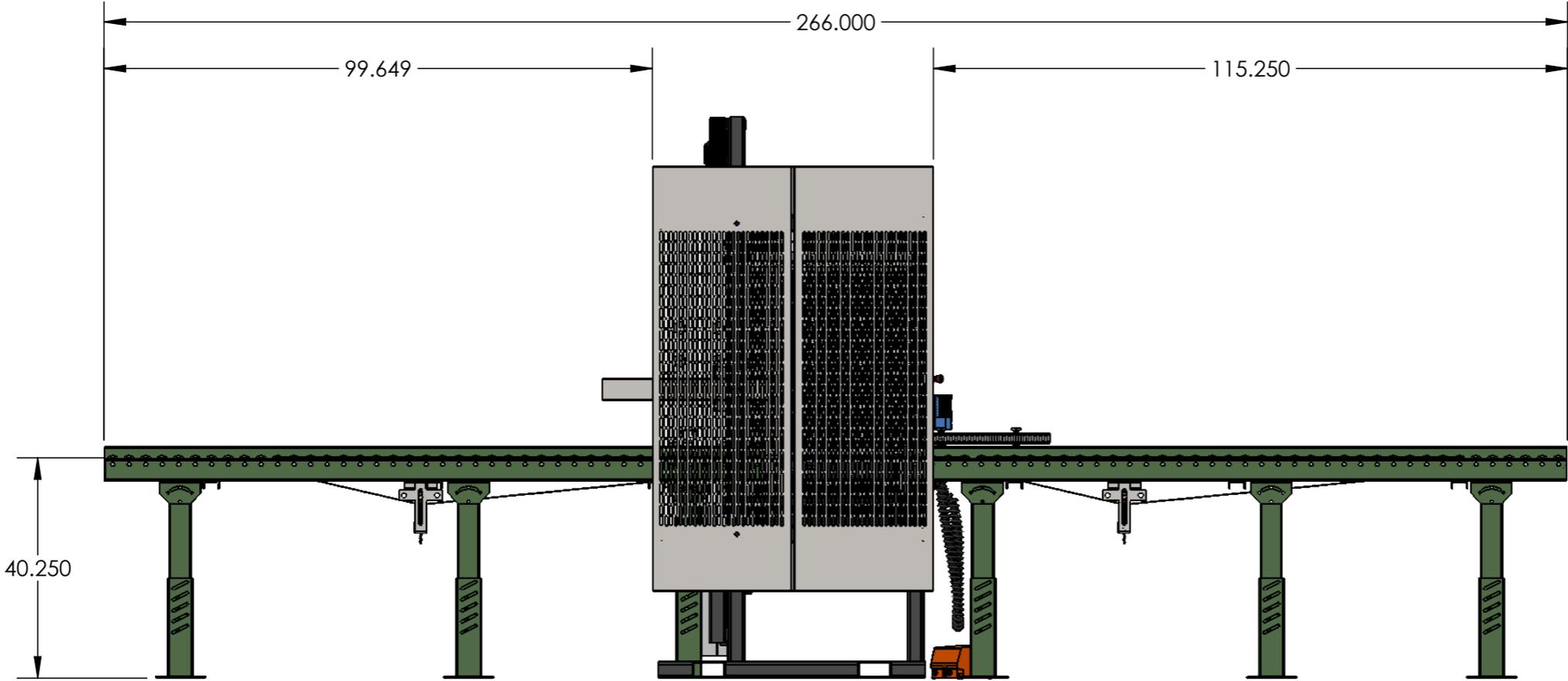
Finally, I would recommend that this unit be controlled via a foot pedal which will allow the operator to have hands free operation. The operator will press down on the foot pedal to run the TAB WRAPPER while pushing the product through the wrapping ring at the same time. I also don't envision an auto-cut being installed on the system to further help reduce cost. Without the auto-cut your operator will need to hold on to the wrap at the beginning of the wrapping process and cut the wrap to free the wrapped product at the end of the wrapping process.

The proposed system above would cost Sofu Kitchens \$31,332.50. This price does not include freight or installation. This system would also run on 220v, 3 phase current. If you would like a formal quotation for this system, please let me know.

overkill?

# option C custom built with conveyor

The conveyors will have a conveying width of 48" and the TAB WRAPPER TORNADO will be approximately 9' long/wide x 8'6" high x 24" in depth. Since this is a custom machine I cannot provide exact dimensions at this time. Further engineering drawings will be provided after a purchase order is received.



TAB INDUSTRIES, LLC

DRAWN BY: MJP

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