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# Standardization of Iowa State University Transportation Services Machine Shop

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## Standardization of Iowa State University Transportation Services Machine Shop

Client: Iowa State University Transportation Services, Ames, Iowa

### Problem Statement

- As the fleet of 575 vehicles continuously grows to meet demand, space and time is of the essence. ISU Transportation Services is seeking methods to increase their overall shop efficiency by standardizing processes.

### Objectives

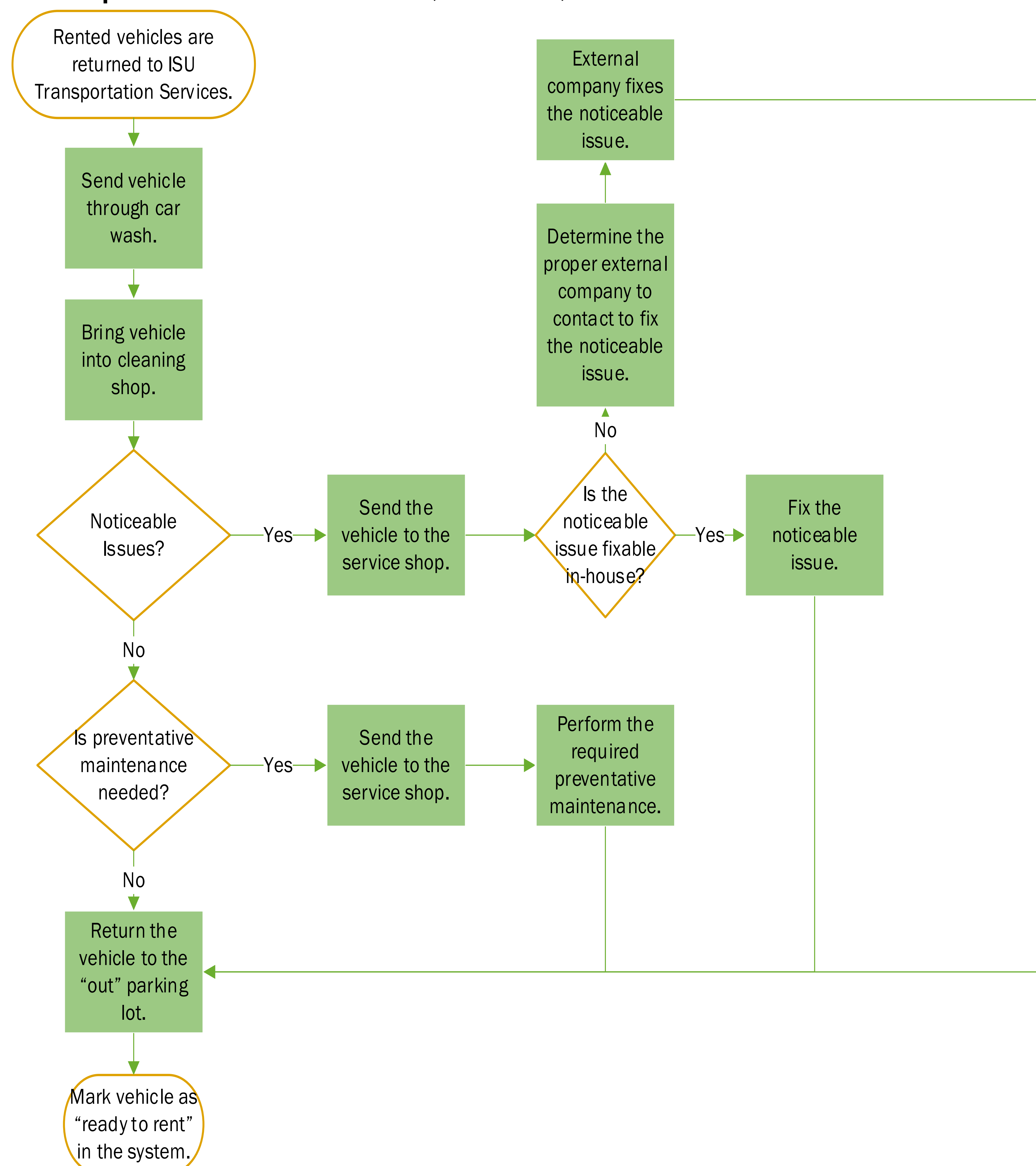
- Develop Standard Operating Procedures to improve shop consistency
- Develop Safety Information Plan to improve workplace safety
- Time study processes to improve efficiency

### Constraints

- Review of equipment and tools
- Review of all processes and documentation for SOP booklets
- Review of fueling process and ability to accept WEX cards on their fuel pumps

### Scope

- Develop SOP Booklets for shop procedures, increase shop efficiency, implement WEX fuel card in pumps
- Current computer system for vehicle status, and rental procedures are uninvolved



### Methods

- 5-S Chart for mechanical shop
- Flow Chart for mechanical shop
- Software type and what they will be used for
- Time Study - Cycle Times

### Proposed Solutions

- Standardize processes
- Create mobile workstations for certain procedures
- Eliminate the need to leave the work bay and search for the correct tools or parts

### Major Outcomes

- Prioritized**
- Standard Operating Procedures for Mechanical Processes
- Oil Changes
- Tire Rotations and Tire Mounts
- Safety Information Plan

### Benefit to Client

- Increase shop efficiency by reducing time spent on procedures
- Improve workplace safety
- Streamline processes for simplicity