

# HEALTHCARE 5S TIP SHEET

Improve your medical supply room efficiency with products from Akro-Mils!



Akro-Mils 5S Kit



Welcome to the Akro-Mils 5S Program.

The objective of this program is to help you organize your supplies – which will improve inventory control, help you quickly find the supplies you need, utilize supply room space more efficiently, and standardize storage methods throughout your facility. This guide will provide you with some ideas to start your project.

Before you start, you might want to consider storing related items in the same color bins – for example, sharps and IV supplies go in red bins. Akro-Mils has the largest color selection available for storage bins – including Clear. At left, please find a sample of the color-coding system for organizing supplies within bins. A similar result can be achieved by using color labels, dots, placemats or other materials.



Akro-Mils Healthcare Color Code Chart

It is a really good idea to limit the number of bin sizes – having too many sizes can get confusing. An Akro-Mils sample kit is available to you so that you can test fit the product and order the correct sizes. Please contact Akro-Mils or your local Akro-Mils distributor for more information, or visit <http://www.akro-mils.com/Products/Healthcare.aspx>.

**Here's a helpful tip:** The thought of selecting exactly all the right bin sizes at the beginning of the project can be overwhelming. The best way to get around the problem is to select five or six bin sizes and order a couple cases of each. Then you can start the project in one corner of the room. Based on which bins are used the most, you can reorder. More bins will arrive quickly, and the project can continue until the room is done perfectly. You will have very few leftover bins or wasted time.

Below are common situations you might need to address within your supply room:

1. Existing wire shelving that needs to be outfitted with bins. Most likely you will use AkroBins®, Super-Size AkroBins®, 1800 Series AkroBins® or Stak-N-Store Bins that stack on top of each other and help make the best use of empty or wasted space between shelves. Please refer to a catalog from Akro-Mils or from your local distributor for information on Akro-Mils Bins and Wire Shelving Units and Systems.
2. You might opt to put louvered panels on the wall and hang AkroBins® from them – this is a very common solution in hospitals. Panels allow you to maximize available space, group like products together in various size bins, and easily rearrange products. Note: only AkroBins®, Universal Hanging Bins and InSight® Bins should be ordered for these systems. Please refer to a catalog from Akro-Mils or your local distributor for information on bins and Louvered Panel Systems.
3. You might need to put bins in existing cupboards and wall-mounted cabinets (similar to what would be in an exam room). In this case we would recommend InSight® or AkroBins®. Either can be stacked on top of one another with or without lids to utilize space between shelves.

Below are helpful links to help assist you with your project:

- Akro-Mils Healthcare Website: [www.akro-mils.com/Products/Applications/Medical-Pharmacy/](http://www.akro-mils.com/Products/Applications/Medical-Pharmacy/)
- Akro-Mils Room Reorganization Guide: [www.akro-mils.com/Products/Healthcare/Room-Reorganization-Guide.aspx](http://www.akro-mils.com/Products/Healthcare/Room-Reorganization-Guide.aspx)
- Akro-Mils Healthcare Catalog: [www.akro-mils.com/Resources/Sell-Sheets](http://www.akro-mils.com/Resources/Sell-Sheets)
- Akro-Mils Full-Line Catalog: [www.akro-mils.com](http://www.akro-mils.com)

**Thank you for your time. We look forward to working with you on this project.  
Please feel free to contact us with any questions!**



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