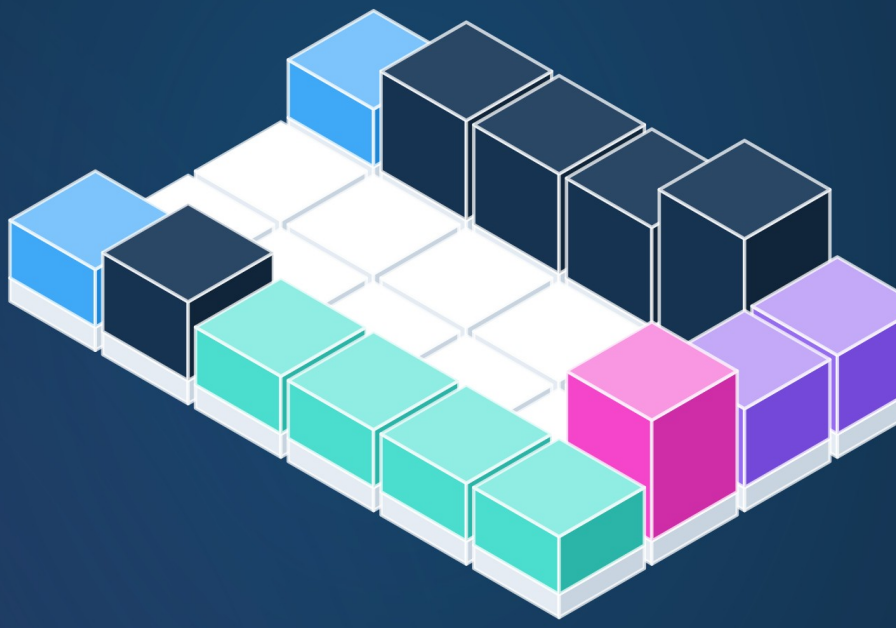
OPERATIONS INSIDER

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THE MANAGER'S FACTORY LAYOUT PLANNING QUICK START CHECKLIST

Score one hall in one hour, with plans and numbers you can point at.



DATA. FLOW. SPACE. VARIANTS. MOVE.

START HERE

How to Use This Check

One hall or one production area, one hour with the production manager and the planner, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Put the real documents on the table: the current plan of the hall, the routings, the transport data and the last layout proposal.	Score each statement from 0 to 4. Without a plan, a matrix or a calculation you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not complete or not current.
3	Mostly in place and visible in plans and data.
4	Consistently in place, documented, reviewed and used for decisions.

> WHY THE LAYOUT
>
> **A layout decides every day how far material travels, how much stock sits between processes and how much space is left for growth. Most layouts were never planned as a whole. They grew machine by machine, and each machine went where space was free.**

Before You Start

- **Scope:** one hall or one production area with its receiving and shipping points, typically 1,000 to 20,000 square meters.
- **Evidence:** a dimensioned plan, routings of the main product families, transports per day and the list of planned changes.
- **Tone:** you check how layout decisions are made, not who placed which machine years ago.

THE CHECK

01 Goals and Data

NO.	CHECK	SCORE 0 TO 4
01	The layout project has written goals with numbers: transport effort, space, lead time, investment limit and a date.	
02	Products, quantities per day and the planning horizon of at least three years are agreed with sales and signed by management.	
03	Routings exist for every product family and match what really happens on the floor, checked by a walk along the flow.	
04	Load units and pieces per load unit are known for every flow, so that quantities can be converted into transports.	
05	Fixed points and restrictions (docks, columns, pits, floor loads, utilities, monuments) are drawn on one current, dimensioned plan.	

02 Material Flow and Relationships

NO.	CHECK	SCORE 0 TO 4
06	A from-to matrix shows the transports per day between all areas, based on counts or transport orders, not on estimates.	
07	Transport effort in meters times transports per day is calculated for the current layout and known as one number.	
08	The five strongest flows are known by name, and everybody in the project team can show them in the hall.	
09	Relationships that are not material flow (shared staff, utilities, noise, dirt, safety) are rated in one relationship sheet.	
10	Backflows and crossings of the main flow are marked on the plan and each one has an explanation.	

THE CHECK

03 Space and Block Layout

NO.	CHECK	SCORE 0 TO 4
11	The space requirement of each area is calculated from machines, operating and maintenance space, material and aisles.	
12	A space balance compares required and available area per area and for the whole hall, including a stated reserve.	
13	Buffer and storage areas are sized from quantities and replenishment intervals, not from the space that happened to be free.	
14	An ideal layout without building restrictions exists and shows what the flow alone would ask for.	
15	At least two real block layouts on the scale plan respect all fixed points and can be compared with the ideal layout.	

04 Variants and Decision

NO.	CHECK	SCORE 0 TO 4
16	Every variant has its transport effort calculated with the same from-to matrix and the same distance rule.	
17	Variants are scored in a utility analysis with weighted criteria that were agreed before the variants were drawn.	
18	Investment and one-time cost per variant are estimated by item: moves, utilities, floor, building, planning, lost output.	
19	The decision compares benefit, cost and risk, including the alternative of doing nothing or building an extension.	
20	Operators, maintenance, logistics, safety and the works council or employee representatives reviewed the preferred variant.	

THE CHECK

05 Detail Planning and Implementation

NO.	CHECK	SCORE 0 TO 4
21	A detailed layout shows every machine, workstation, aisle and staging area to scale, with aisle widths that follow the rules of the site.	
22	Each workstation was checked for material supply, reach, walking distance and escape routes, on the plan and with a mock-up.	
23	A move plan lists every machine with source, target, precondition, date, owner and the empty space that makes the move possible.	
24	Output during the move is secured by stock, shifts or phases, and the ramp-up after each phase has a target curve.	
25	After the move, transport effort, space and lead time are measured again and compared with the goals of the project.	

Your Result

BLOCK	POINTS	OUT OF
01 Goals and Data		20
02 Material Flow and Relationships		20
03 Space and Block Layout		20
04 Variants and Decision		20
05 Detail Planning and Implementation		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how much of your layout is planned and how much has simply happened. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Grown. Machines stand where space was free. Nobody knows the transport effort.	Draw the current plan. Count the transports of one week.
40 to 59	Drawn. Plans and ideas exist, but they rest on opinions and not on flow data.	Build the from-to matrix. Calculate the transport effort of today.
60 to 79	Planned. Flow, relationships and space are known, variants are compared.	Score the variants, estimate the investment, plan the move.
80 to 100	Systematic. Layout changes follow one method and are measured afterward.	Hold the level. Review the layout once a year against the product plan.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check before the next layout decision and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
FACTORY LAYOUT PLANNING STARTER KIT	The guide for the first 30 days, plus the material flow calculator in Excel with layout grid, from-to list, transport effort and space balance.
FACTORY LAYOUT PLANNING EXCELLENCE BUNDLE	The full playbook, a two-day workshop pack, eight templates, the Excel system with variants, utility analysis, business case and move plan, and a workshop deck.

Both are available at operationsinsider.com.