

CHAPTER - 14

SETTING UP OF NEW STORE

- 14.1. **Introduction:** Setting up of new stores at any organization is like starting a partnership company as Stores is a service provider and the organization is the beneficiary.
- 14.2 Stores set up would follow the points described in chapter 10 of this manual.
- 14.3 Inquisitive consultations are required to be carried out with the authorities/planning division of unit to know about the volume and nature of materials to be handled, facilities, staff requirement, set up for projects or O&M and probability for plant expansions.
- 14.4 Select a place preferably at a central location / near to operating area to set up a store. The first question that arises in regard to the stores is its site. Thereafter, the model of store structure, whether it is Central Stores or Central Stores with Zonal Stores set up.
- 14.5 Identify the facilities/infrastructure required site for divisional stores other facilities to be chosen. Decide whether it can be attached to the building of the production Unit or be away from it?
- 14.6 Decide what transport facilities and infrastructure required for the movement of materials in and around, find the feasibility of a link to rail, main road, port or airport nearby for swift and economical movement. The store set up, to whomsoever it belongs, should provide its service in most economical and efficient manner.
- 14.7 Initially do not take aversion to operate stores from a temporary sheds and with skeleton staff. Temporary stores sheds must be immovable structure with large open yards which are ideal during project period. This shed is used for short period during emergency and construction period.
- 14.8 Even if temporary structure is being used at the initial stage, safety and security of men and materials shall be ensured. Training on fire fighting and first aid is required to be imparted to staff.
- 14.9 Open and closed warehouses have to be earmarked and get demarcated with the help of civil engineer/architect for its final shaping. Maximum care must be taken to avoid multiple handling of heavy equipment / materials,
- 14.10 The selected site should be levelled and soil treated for anti termite. No chance of water logging in the future shall be taken care. Heavy and bulky items like iron, mild steel, wooden logs, cable drums, etc. can be preserved in open as climatic conditions do not affect them, provided appropriate preservatives and dunnage are applied.
- 14.11 Adequate security arrangements by way of barbed wire, rope, etc. and watch and ward are necessary round the clock. Yards cover a good amount of land.

- 14.12 The entry and exit points shall be minimum with well knit network of motorable roads inside the area is necessary for smooth materials movement.
- 14.13 Storage for chemicals, inflammable items, gas shed and scrap materials, etc. would be away from main stores and must hold an independent identity. Also a good office, ramps for handling medium / heavy materials, etc. to be taken care of.
- 14.14 A boundary wall with barbed wire fencing, wide and secure drainage, watch tower and proper lighting facilities to the entire storage area to be planned.
- 14.15 Timely indents should be raised for office requirements, storage facilities and materials handling equipment, etc. according to priority.
- 14.16 If many facilities or small plants are located in a large area of the project, then it is advisable to have small stores at every plants and a central stores and common yards at an ideal location which will ease lot of difficulties related to material availability to the operational and maintenance needs of the plant.
- 14.17 When a store set up is proposed, emphasis should be given to less materials handling cost by providing overhead materials stacker suitable for single or multi storied warehouses, make use of natural light, air circulation, etc. to the maximum.
- 14.18 Security and fire fighting precautions should be in place. At all stages of Stores planning Security and Fire Safety agencies may be involved. The huge open yard made for storing materials during the construction period can be reorganized to small areas for the storage of steel rods, pipes, cable drums, leftover items, scrap materials, safe custody yards, etc. on completion of project.
- 14.19 A weigh bridge near yard area and entry / exit gate would be ideal to record receipts / issues. Provision should be made for electricity substation, office, canteen, garage or parking area, separate toilet for male / female staff and recreational activities, etc.
- 14.20 Any covered storage should have proper storage racks, both open and closed / cupboards, lockers and strong rooms as per requirement. A proper location system should be drawn indicating ware house/ rows/ rack/ cupboard, shelf number, etc. optimum horizontal space should be used for storage.
- 14.21 Protection must be provided from natural calamities like flood water entering in to stores premises besides fire hydrants/extinguishers at every accessible points. First aid facilities, emergency shelters and escape routes, etc. may be established in co-ordination with the unit or plant authority.