



Locked cabinet with limited access.....



.....contains the department's small hand tools.....



....which are checked out using a numbered employee ID tag. Photos by Scott Mac Ewen

Super Tips

Small Tools Management System

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As the superintendent of the Tournament Players Club of Tampa Bay I have implemented a system of small-tool management designed to improve the problem of lost or broken small tools.

I am sure that there have been times when each of us has encountered situations where the tool we reach for is missing.

After scratching your head or turning the place upside down you end up running to the local department store to purchase the needed item.

You can help eliminate this problem by setting up a system of having the staff "check out" the small tools they need.

Checking out the tools helps keep track of where that tool is, who had it last and puts responsibility on the individual to feel he or she is the tempo-

rary owner of the tool and held accountable for its return to the proper place.

This can easily be accomplished by setting up an inventory for screwdrivers (various types and sizes), hammers, saws, measuring tapes, pliers, wrenches, bolt cutters, utility knives, machetes, pruners, loppers, extension cords, staple guns or any other tools you wish to incorporate into the system.

You should arrange the tools in a cabinet that can be locked. Each tool has its own assigned place in the cabinet by use of a nail, screw or hook. The description of the tool is labeled and affixed in that location.

Example: "25" tape measure" with a piece of self-adhesive label tape next to the nail. Then at each of these spots a small screw hook is installed.

This system is working well and over the long run I expect to show a cost saving in replacement of tools needed every day.

Each employee of the club has an assigned number, the superintendent, general manager, golf course maintenance staff members all the way down the line to the cart staff. Anyone who might need a tool has an ID number.

On the inside of the cabinet we have posted everyone's assigned number and installed a small rack of metal tags with the numbers stamped into them. When staff checks out a tool they hang a tag with their assigned number on the small screw hook. When they return the tool they return the tag.

The cabinet remains locked at all times with only key personnel having access to the cabinet. This ensures accuracy of the check-out process. This system is working well and over the long run I expect to show a cost saving in replacement of tools needed every day.