

In the first place the department should be well housed with good buildings containing sufficient storage capacity for proper storage of stock of raw and finished material necessary in the plant concerned, otherwise the department is handicapped by goods scattered around, where they are overlooked and not properly accounted for. Bins should be arranged so that each class of article is together, so that the storeman may be able to locate same quickly, and not delay workmen at the wicket.

There is now on the market a line of bins for stores purposes, made of steel and on the same principle as the sectional bookcases with which we are all so well acquainted. These are built up of separate units, and are so arranged that the compartments can be altered in size as your requirements may demand. I had the pleasure of visiting the store-room of one of the large plants located in our city which was equipped with this outfit, and can assure you that it left nothing to be desired as regards efficiency and neatness.

Bar iron, steel, pipe and tubing, and other heavy material, which in many cases are stored outside, should have proper racks, and a covering of some kind as protection from the weather.

All stores buildings should be located as centrally as circumstances will permit, so as to be easy of access from all parts of the plant. Iron and steel bar should be stored near the smith shop, other heavy material is generally unloaded as near the point of manufacture as possible, in order to facilitate handling when required to be put into production.

The amount of stock kept on hand is of course governed by the volume of business passing through the plant and orders placed accordingly. All specifications emanating from the shop production department pass first into the stores department. These specifications detail every item which will be required in connection with the contract, or sales order involved. These are checked with the stock on hand. Any material not in stock, is ordered at once, for this special job and must be reserved for same.

Material used in maintenance of plant, or what is known as "shop expense," is also handled in the same manner, but special tools required are only ordered or carried by authority of the general superintendent. In all plants there is a certain class of both raw and finished material which enters into the manufacture of standard lines and which can be safely carried into stock, but of this a maximum and minimum figure should be fixed. Any extra demand for these lines should be immediately covered by requisition. This would include iron and steel, both round and flat, rivet steel, boiler and tank plate, pipe and pipe fittings, etc. Tool steel should not, in my opinion, be carried in