

consistency of direction, the lettering of rows should start with A in one section, and with Z in the other.

#### Allowances for incomplete rows.

f. If any row or other division is incomplete, allowance will be made in the lettering so as to preserve uniformity with complete rows. The letters representing the omitted spaces in the incomplete rows will be omitted. (see Figure 14).

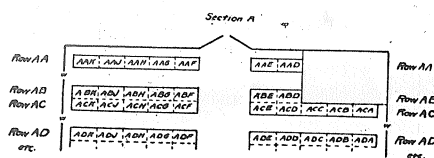


FIGURE 14

Correct lettering of incomplete rows.

#### 4. PLANS

Plans or charts will be made to scale showing the marking and layout of standard or typical space divisions of all classes, including any variations from

standard. As many copies as will prove useful both for local operation and for central control will be provided and kept up to date.

## PART II. THE STORAGE OF THE STORES

The aim of Part II is to aid in decreasing the cost of handling stores, in increasing the rapidity of their inspection and the accuracy of their control, and in reducing spoilage due to careless methods.

The terms used in stowing have never been generally standardized. The meaning of such words as item, lot, unit, tier, block, stack, etc., are but vaguely comprehended, largely because of ambiguity in their use. The definitions given are offered as one step toward a generally recognized nomenclature, necessary for accurate instructions.

Designed for general use, the rules and principles here given are applicable to normal rather than special or exceptional conditions.

### I. DEFINITIONS.

1—*Stowing*: The putting away of things, usually in their proper places according to proper method. As the subject of this memorandum, it covers the larger ground of removal and general rules for handling.

2—*Item*: Any one kind of stores to be put in one place. e.g. *Canned corn*, No. 2 size cans, xyz brand. Difference in size, shape, nature, quality, weight, color, make, brand, or style, will generally determine different items.

3—*Lot*: A quantity received and stowed at any one time. e.g. *50 cases*, 24 in case, canned corn, No. 2 size cans, xyz brand.

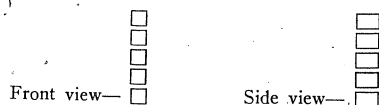
4—*Unit*: A quantity easily handled or normally issued at one time: e.g. Wholesale—*1 case*, 24 in case, canned corn, No. 2 size can, xyz brand. Retail—*1 can*, canned corn, No. 2 size can, xyz brand.

5—*Article*: Any single piece: e.g. *1 can*, canned corn, No. 2 size can, xyz brand.

6—*Pile*: A heap, irregular in shape. Regular piles are defined under column, stack, and block.

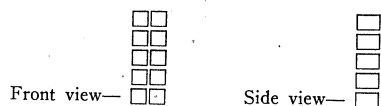
7—*Column*: A vertical, self-supporting, regular pile, one wide, one deep, two or more high.

e.g. *Column of 5.*



8—*Stack*: A self-supporting regular pile, two or more wide, one deep, two or more high. A stack may be either *cubical* or *pyramidal*.

e.g. *Cubical stack of 10*

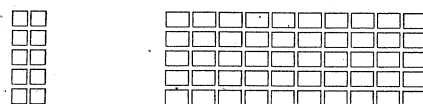


*Pyramidal stack of 10*



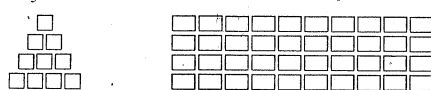
9—*Block*: A self-supporting regular pile, two or more wide, two or more deep, and two or more high. A block may be either *cubical* or *pyramidal*.

e.g. *Cubical block of 100*



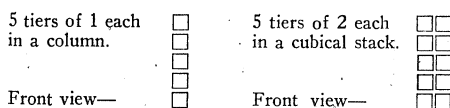
1 stack of 10  
End view

*Pyramidal block of 100*



1 stack of 10  
End view

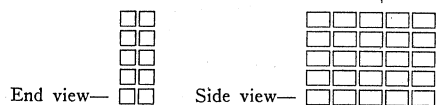
10—*Tier*: Any one separate part of a column, or a horizontal row of a stack. Tiers are numbered in the order of their stowing—from the bottom up.



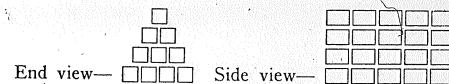
4 tiers of 4, 3, 2, and 1 respectively  
in a pyramidal stack.

Front view—

11—*Course*: A horizontal layer of a block (cf. the *courses* of a brick wall). Courses are numbered from the bottom up.  
e.g. 5 courses of 10 each in a cubical block of 50.



4 courses of 20, 15, 10, and 5 respectively  
in a pyramidal block of 50.



### II. FUNDAMENTALS

"A place for everything and everything properly in place."

1—*Definite spaces*, preferably marked, reserved exclusively for

- Moving.  
Aisles should preferably be straight, and only wide enough for actual requirements.
- Stowing.
- Receiving.  
When necessary to hold material awaiting disposition.
- Assembling.  
When necessary to hold material awaiting delivery.
- Shipping.  
When necessary to hold material awaiting shipment.

2—*Identification*, clear and complete, of every item.

- A tag for each lot.
- A label on each unit or package, preferably on the end.

3—*Location* of an item governed by

- Difficulty of handling.
- Quantity to be carried.
- Frequency of use.
- Special considerations as of sensitiveness, perishability or peculiar similarity to other items.
- Safety (floor strength, fire hazard).

4—*Immediate accessibility* of items, lots, and units, without rehandling.  
This means

- Goods will be stowed in issuable units.
- Each item (and each lot where practicable) will be kept distinct. Therefore a unit of one item or lot will not be stowed on top of or in front of a unit of a different item or lot.