



# The Facility Planning Process

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## Southeast Cost Group

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*Presented by:*  
**TURN**  **KEY**  
industrial engineering  
services, inc.



# Agenda

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- What is Facility Planning?
- Goals of Facility Planning
- Facility Planning Philosophies
- 5 Phases of Facility Planning
- Q&A



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## What is [Facility Planning](#)?

- Determining how an activity's tangible fixed assets best support achieving the activity's objectives.

*James A. Tompkins & John A. White, [Facilities Planning](#), 1984*

- Facility Planning is aka:
  - [Master Planning](#)
  - [Facility Design](#)



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## Goals of Facility Planning:

### Maximize

- Plant efficiency/output
- Production flexibility
- Quality

### Minimize

- Production costs
- Work in process (WIP)
- Project costs



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## Facility Planning philosophies:

### Inside-Out Design

Start with the process and design the facility around it.

### Balanced Production Flow

You are only as strong as your weakest link.

### Master Planning

Begin with the end in mind.

### Space Utilization

Use the cube.



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## Facility Planning philosophies (cont.):

ROI vs. WOW

Get the biggest bang for your buck.

100 Pennies = 1 Dollar

Small improvements lead to big savings.

The Midas Touch

Perform minimum touches with maximum value.

Change vs. Improvement

Change + Benefit = Improvement



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## 5 Phases of [Facility Planning](#)?

1. Site Selection
2. Preliminary Design
3. Final Design
4. Project Bid
5. Project Management



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## Phase 1 - Site Selection

- New Construction
- Existing Building Retrofit
- Existing Laundry Renovation/Expansion



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## Phase 2 – Preliminary Design

- Project **Kick-off**
- Define Facility Requirements
- As-built Drawings
- Alternative Preliminary Designs
- Project Cost Estimate



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## Phase 3 – Final Design

- Work Out the Details
- Final Design Review / Approval
- Freeze the Design



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## Phase 4 – Project Bid

- Building Construction / Modifications
- Process Utility Installation
- Equipment Purchase / Installation



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## Project Bid Notes:

- Design/Build contractor
- Process Utilities – Local vs. Laundry
- **Details, Details, Details!** The more details the better the price.
- Best Value vs. Lowest Price



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## Phase 5 – Project Management

- Building Construction
- Equipment Installation
- Equipment Commissioning
- Project Follow-up



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## Project Management Notes:

- On-site representation
- Identify key milestones
- Schedule, coordinate & inspect
- Keep the ball rolling
- Best Value vs. Lowest Price



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## Project Management Notes (cont.):

- Coordinate start-up with vendors
- Include prod. & maint. training
- Get prod employees involved
- **Develop a transition plan**
- Celebrate!



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Project Management Notes (cont.):

## Project Follow-up

- Did you hit your goals?
- If not, ask why (5 times)
- Identify improvements
- Implement improvements





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## Conclusion:

**“Plan the work, then work the plan.”**



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## Question & Answer

Thank you for your attention

TURN  KEY

industrial engineering  
services, inc.

1758 Worth Park, Suite C • Charlottesville, VA • 22911  
Phone: (434) 962-8075 • Fax: (434) 923-8885