

<b>Class:</b> <b>Auto Refinishing</b>	<b>Teacher:</b> <b>Mr. Pareja</b>
<b>Student Project Name:</b> <b>SHOP FLOOR PLAN AND ESSAY</b>	<b>Student Name:</b>

Hello Auto Refinishing students, I hope all is going well. What I would like you to do is design a body shop. What I want is for you to design a shop with Understanding cycle time at the front. Meaning how does the flow affect the jobs progress; how will organization affect what's being done in each department and how will you structure the Employees that will work in each department.

What I expect to see in the shop:

- Estimating and teardown department
- Body and frame repair department
- Paint and prep department
- Detailing department

After you have drawn up a very detailed overview of your Ideal shop. I want you to explain in a detailed letter (essay) why. Why you designed the shop the way you did. Make a plan for the 5 S's to fit into the design, and also would like to see at least 1 S.O.P. (Standard Operating Procedure) for each department on handling the flow and what different employees will be doing.

**Objective:** At the end of this lesson you should have a clear idea of what it takes to design a body shop, what it takes to run a body shop, how to sustain the working pieces of a body shop and also where different levels of employees work in the shop. When doing this assignment you will also be able to identify the verse career paths that can be taken within the body shops.

Assignment Number	Assignment Time	Objective	Please turn in this assignment for extra credit via email or when we return to class.
1		<p>Research what a body shop looks like. Find 3 body shop floor plans that you like.</p>	<p>You can print, email or hand draw the floor plan of the body shops.</p>
2		<p>Now that you have found a body shop floor plan that you like. I want you to keep Cycle Time in mind. What I expect to see is:</p> <ul style="list-style-type: none"> <li>• Estimating and Teardown Department</li> <li>• Body and Frame Repair Department</li> <li>• Paint and Prep Department</li> <li>• Detailing Department</li> </ul> <p>Things to keep in mind well designing</p>	<p>You should have a developed floor plain of a body shop, where you have thoroughly gone over all of the departments and their needs. Also, where objects and products need to be with in the departments.</p>

		<ol style="list-style-type: none"> <li>1. How will the shop design impact the flow of work?</li> <li>2. How will you organize each department materials and why?</li> <li>3. where will different levels of work will be done with-in the departments.</li> </ol> <p>Don't let size affect the floor plans and make sure you do not forget about the customers and how they play into the design.</p>	
3		<p>After you have written up a detailed floor plan of your ideal body shop. I want you to explain in an essay:</p> <ol style="list-style-type: none"> <li>1. why did you design the shop the way you did?</li> <li>2. How does the 5 S theory have an impact on your shop design</li> <li>3. Explain how you set up the shop design to accommodate for entry level employees and internal growth.</li> </ol>	<ul style="list-style-type: none"> <li>• This Essay should be about a 1000 words (2Pages)</li> <li>• 4 S.O.P.s talking about how to structure the flow of work and what each employee will do.</li> </ul>

		4. Also develop an S.O.P. (standard operating procedure) for each department on handling the flow and what different employees will be doing.	
			<p><b>Please turn in the following to your teacher for extra credit:</b></p> <ol style="list-style-type: none"> <li>1. <b>Research of floor plans</b></li> <li>2. <b>Floor plan with direction of flow</b></li> <li>3. <b>This is your essay explaining the shop flow and why</b></li> <li>4. <b>4 S.O.P. s explaining the departments flow and employee structure</b></li> </ol>

This the 5 S's chart

