

INFORMATION FOR FACILITY PLANNING

Purpose of the Facility – What function(s) the facility needs to perform for the firm.

Strategy for the Facility – High-level overview of how the facility will perform its' function(s), and longer term plans for the facility.

Site Plan for the Facility – Information on the location where the facility will operate. This would include information such as topological view of the site property, property boundaries and utility locations, setbacks and easements, environmental and neighborhood sensitivities that need to be taken into account.

Building Plans – Floor plans and elevation view of the facility (if available), noting location of existing/planned utility service capacities and locations, load limitations, monuments (structural or fixed-position objects), structural clearance heights/widths (roof supports, purloin & bay spacing(s), overhead door sizes, ...).

Transportation Planning – Planned method(s) for incoming and outgoing goods; along with seasonality, daily timing and frequencies.

Staffing Plans – Number of shifts, operating hours and days, number of employees and positions for each shift, longer term staffing plans.

Product Planning – SKUs, over-pack, case, and individual packaging sizes, demand data to be analyzed for picking efficiencies and seasonality, tracking/security requirements, environmental and product handling requirements/conditions. (quality/legal/FDA/Environmental/high-value/hot/cold/permissible exposure limits).

Production Planning – Methods or equipment for processing; static, operating & maintenance dimensions & weights; power and other utility requirements/flow rates; machine, operator & concurrent cycle times, efficiency, availability, & scrap rates; sequence of processing operations.

Financial Performance Planning – Budget, desired rate of return, hurdle-rates, or other financial justification requirements, cash-flow timing.

Personnel and Information Security Requirements – Personnel access, confidentiality and information security policies, procedures, constraints.

Contact Personnel – Contact information for at least one cognizant person for the firm who can arrange data gathering and reporting accommodations.