

PREFACE TO THIRD EDITION

This booklet is written chiefly for three groups.

One is the plant *layout planner*. He/she is skilled in planning production-area layouts, but may not fully recognize that laying-out offices, laboratories, supporting-service activities, and other “non-productive” areas calls for a different procedure. His conventional flow-of-materials must be replaced by the broader analysis-of-relationships; his individual, factual analysis of specifics must give way to group opinions and evaluation of convenience or preference.

The second group involves the *non-professional* — the person not skilled in the techniques of layout planning. This second group includes such people as the owner-manager of a small business, the analyst or systems person not generally familiar with service-area or office-layout planning, and the department head or area supervisor who is faced with a space-planning or re-arrangement job which he plans to do himself.

The third group is the *self-directed planning team*. Simplified S.L.P. is ideally suited for such a group. Thus, this book itself serves as facilitator, guiding self-planners with a logical procedure proven on thousands of space-layout projects.

Basically, we felt the need for a simple method of planning small-area layouts. We wanted the method to be easy to understand and straight-forward; we wanted it based squarely on fundamentals; we wanted it to be universally applicable to any type of space. Although many successful planners had found their own particular methodology, we could find no literature meeting the above criteria.

“Simplified Systematic Layout Planning” is a short form of the book Systematic Layout Planning*. It was designed specifically for the practicing analyst, planner, or engineer dealing with plant and commercial layout problems in industry and business. Systematic Layout Planning (or S.L.P., as it is commonly termed) consists of a *framework of phases* through which each project passes, a *pattern of procedures* for straight-forward planning, and a *set of conventions* for identifying, visualizing, and rating the various activities, relationships, and alternatives involved in any layout project. Differences between S.L.P. and Simplified S.L.P. are explained in detail on the inside back cover of this booklet.

Simplified S.L.P. was initially presented to various trade associations and professional societies. FACTORY Magazine published it in serial form. Subsequently, the booklet, or portions of it, was translated into over 15 languages. Today, this condensation of Phases II and III of S.L.P., presented here in one “package,” is ideally suited for guiding self-directed work teams for planning the arrangement of their own space.

The types of layout projects to which “Simplified S.L.P.” is most applicable include:

Office areas up to about 3000 square feet (or 300 square meters)

Shop or laboratory areas up to about 5000 square feet

Storage areas up to about 8000 to 10,000 square feet

These general limits may be reduced as the number of functional sub-areas, or activities, increases.

In reality, this booklet is an instruction manual. We have designed it to be specific, simple to understand, and easy to use. We hope it is of direct help to you.

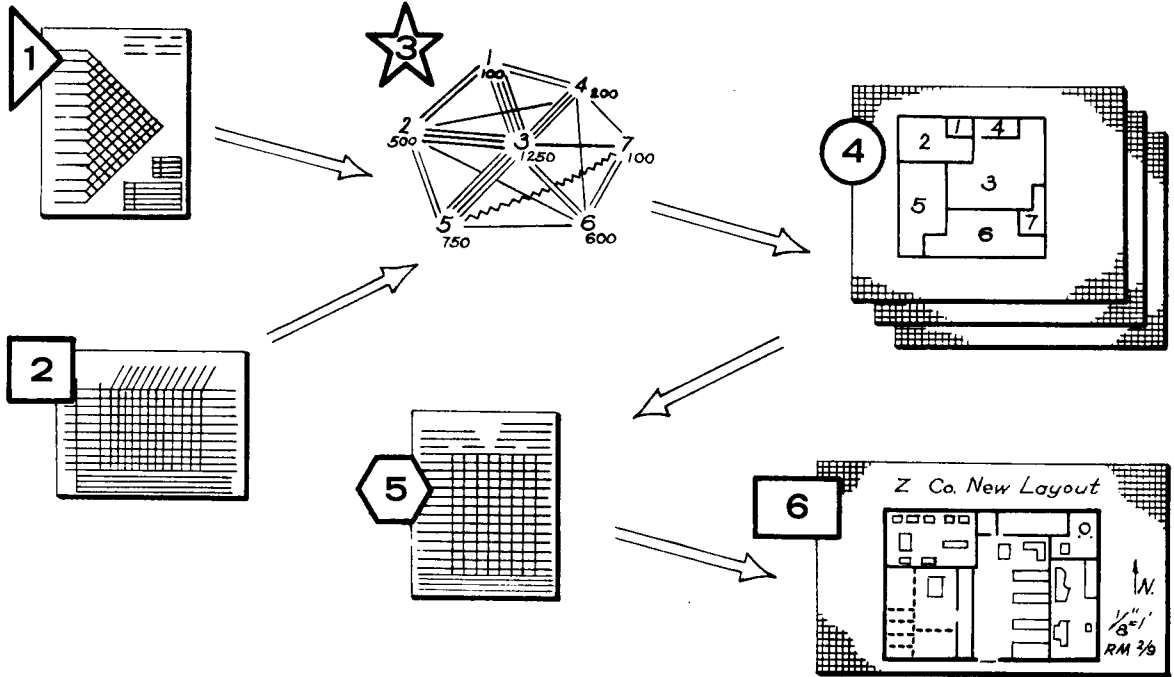
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INTRODUCTION

Simplified Systematic Layout Planning is a set of six procedures to follow when laying out an area. It is suited to smaller projects that do not require the full S.L.P. treatment.

Basically, any layout involves: 1) *Relationships* between various functions or activities, 2) *Space* in a certain amount and kind for each activity, and 3) *Adjustment* of these into a layout plan.

The six steps of Simplified S.L.P. follow these three basic elements; and the six steps form a pattern. The pattern is symbolically indicated on the cover of this booklet and is conceptually drawn below:



Each of the six steps carries its own easy-to-note symbol. The explanation for these symbols is as follows:

1. **Triangle** — triangular-shaped relationship **chart**.
2. **Square** — **square** feet and physical features.
3. **Star** — diagram connecting activities at different **points**.
4. **Circle** — **round** and round to adjust the layout diagrammed.
5. **Hexagon** — examine from **all sides**; evaluate all factors.
6. **Rectangle** — layout plan on **sheet of paper** or building print.

In the following six chapters, each of these six steps will be explained. Each chapter is four pages long; each follows the same arrangement. A single case example is followed through all six steps — on page 2 of each chapter. More complicated examples are shown on page 3 of each chapter. These second examples cover a variety of different situations. At the end of the booklet are three complete six-step examples. There also, you will find a set of the forms needed to apply this procedure most effectively.

The continuity example, used on page 2 of each chapter to show how to perform that step, involves the layout planning for a small plant making hand tools. The company has been purchasing the formed metal parts and assembling, warehousing, and selling its product. With expansion, the company has obtained a new warehouse and shipping building, and can now bring the metal fabrication work into its own plant. Planning this new metal shop is the case we shall follow through each of the six chapters.