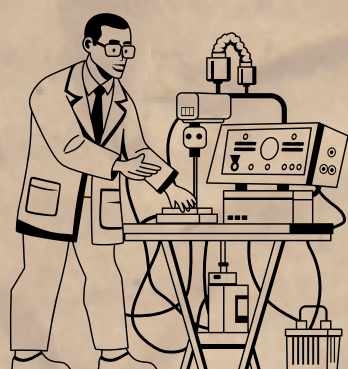


SMALL STEPS TO BIG CHANGES



CHALLENGES

The existing space configuration in the Biomedical Engineering (BME) Workshop is **not optimised** for efficient operations.

- Work and storage areas were not clearly demarcated, causing confusion
- Spaces were often occupied by unlabelled boxes and delivered items, leading to clutter.
- Items were placed randomly and not cleared regularly.
- The setup lacked flexibility, making it difficult to respond to sudden spatial needs.



CLUTTER TO CLARITY: STREAMLINED SPACES, SHARPER PERFORMANCE

Optimising Space Utilisation in BME Workshop



Before:
Cluttered Space



IMPLEMENTATIONS

Set up clearly marked areas for:

1. "Out of bounds" zones for external vendors
2. Incoming supplies
3. Equipment storage

Created **visible boundaries** to distinguish different work areas and prevent overlap.



Declutter

Collected **staff feedback** and **explored options** for additional zones and layout enhancements



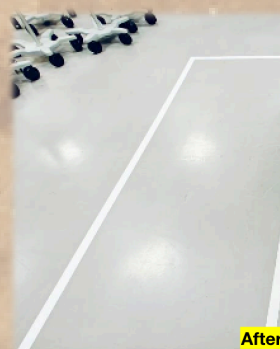
Set up a **weekly cleaning schedule** to maintain tidiness and reinforce housekeeping discipline



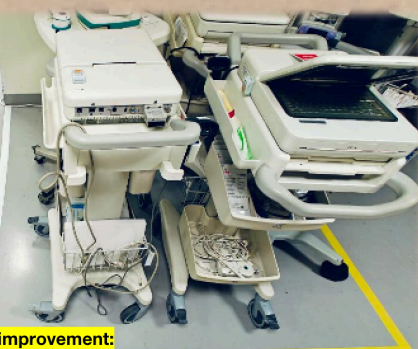
OUTCOMES



After:
Incoming supplies area



After improvement:
Area for incoming equipment for commissioning



After improvement:
Area for equipment under repair

- Clear zones **reduce wasted space** and **improve item retrieval**
- Less cluttered and **more space available** for daily operations
- "Out of bounds" zone for external vendor were re-marked, **preventing vendors from entering restricted areas**
- **Weekly clean-ups** strengthened 5S practices, promoting a cleaner, more disciplined workspace



Vendor out of bound
Area 1



Vendor out of bound
Area 2



After improvement:
Out of bound / No storage area

Demarcated area

Predictability

Increased Productivity

More efficient (less time taken to locate items)

Staff feel positive



THANK YOU FOR SHARING

Louis Ng
Associate Engineer,
Biomedical Engineering

KEY

Every small step matters

Clarity will lead to multiple good benefits, including "nimble" — that's the power of change

Together, we can create a space where staff can work happily and effectively.