

# Picture Process Maps (PPM) and Guidelines

Electrical



# Electrical Process: Floor Work

Revised April 2024

All processors are required to do a minimum one hour of floor work at the beginning of every shift. The required floor work process for electrical processors is as follows:

1. Pull electrical items with color tag of the week from sales floor. Organize and face each section; look for items that are out of place (i.e., wrong department/section).
2. Place pulled items in distribution cart. Put glass items in laundry basket. Put go backs in designated bin on distribution cart.
3. Wipe down and dust shelving from top to bottom as you complete each 5-foot section.
  - Use rubber band for loose electrical cords.
4. Evaluate pulled merchandise for Halloween and back stock. Use box to backstock and place in appropriate seasonal gaylord.
5. Leave the last 15 minutes for go backs. Return all go back items to the proper area of the sales floor before returning to the production area. **Items that do not have tags must be re-printed and rolled back to the appropriate area of the sales floor along with all go backs.**
6. When distribution cart is full, empty and place merchandise into pull gaylord. Make sure gaylords do not have product overflowing. Place glass in trash.

**Average time per 5-foot section: 12 minutes**

*Note: Please see store management for replacement signage, labels, and size rings.*

## Required Supplies

- Distribution cart
- Rubber bands
- Laundry basket
- Cleaning towel
- Spray bottle
- Cardboard box for seasonal items



## 1. Pre-print labels at the ROBarT (computer station).

- Print tags and labels for each price point, including seasonal.

## 2. Bring one unit (bag or box) to workstation. If the item has a cord and can be tested, do so before further processing. If the item cannot be tested but is still sellable, continue to process. Use rubber band for cords. Safely fill the table.

- Work one unit at a time. After unit is processed, start working next unit.
- If it is sellable, place on the workstation to process.
- If it is non-sellable, place item in as-is gaylord next to workstation.
- Place non-electrical items in appropriate sort container so product can be rerouted. Sort container categories include Linens, Shoes, Books, Miscel, and Cloth. Place jewelry and found money in the designated plastic tub on top of the workstation. A manager should collect jewelry and found money daily.
- When unit (bag or box) is empty, place in appropriate location to prepare for recycling or compactor.

Do not process laptops or cell phones. Place in appropriate gaylord or send to Ecommerce.



# Electrical Process, Cont.

## 3. Use label to price item.

- Wipe down item with cleaning rag and spray cleaner.
- Determine price point and place label on the front, upper right corner, when possible. For bagged items, sort and then place in small poly bag and hang with medium binder clips. Once bag is ready, staple a hanging tag to the bag; place label on hanging tag.
- Code items \$4 or higher with a black or red grease pen. Make sure code is hidden and does not damage item.
- Price, and place seasonal items in appropriate container next to workstation.

## 4. Place items on cart in groupings and roll out to sales floor. All product must be rolled out by end of shift.

**Note: Manager must check cart prior to rolling.**

## 5. Turn in all gaylord tags and unused price tags/labels to store management at end of day.

## 6. At end of day, RMP is responsible for cleaning and restocking workstation. For supplies, see manager.



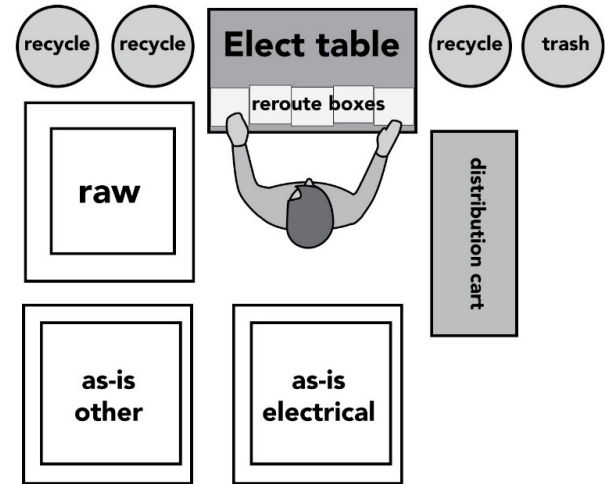
*\*Do not leave the workstation to ask for a price. If unsure of what to price an item, place in a designated area and ask store management later for assistance.*

# Electrical Process, Cont.

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## Required Tools and Materials

- As is gaylord (2)
- Raw gaylord (1)
- Trash can (1)
- Cardboard boxes for reroute (5)
- Pre-printed tags and labels
- Swift tach gun (1)
- Swift-tach ½" fasteners (also known as bullets)
- Bostitch B-8 stapler (1)
- Bostitch staples
- Grease pens (1 red, 1 black)
- Medium binder clips
- Poly bags and tubs for three different sizes
- Tubs for jewelry and found money (2)
- Hanging tags
- Spray bottle with AF79 cleaner (1)
- Cleaning rags
- Distribution cart (1) with laundry basket (1)
- Rubber bands
- Scotch tape
- Safety stickers
- Scissors
- Power strip (1)
- Workstation supply bin
- Fatigue mat (1)



## Coding LOWPRICES

L = \$1  
O = \$2  
W = \$3  
P = \$4  
R = \$5  
I = \$6  
C = \$7  
E = \$8  
S = \$9

Please see the **Processor Guidelines** PPM for a list of items that go in As-Is Other.




### Electrical item definition:

An item that has a plug or turns off and on.



# Electrical: Tagging Guidelines

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Picture	Item	Tag or Label	Code
	TVs, VCRs, DVDs, speakers, etc.	Label top right corner or on the front to avoid damaging the item	Bottom
	Cords	Attach tag around cord and staple	Any space where you can see code
	Lamps	Label the top center of item	Bottom
	Bagged items	<ol style="list-style-type: none"> <li>1. Bag items first</li> <li>2. Staple shipping tag to bag</li> <li>3. Place label on shipping tag</li> </ol> <p><b>Note:</b> Do not use more than two staples per bag.</p>	IJ+
	Kitchen appliances	Label top right corner or on the front to avoid damaging the item	Bottom