



The NTMA envisions a “Class A” Shop to look like the following:

Building Exterior:

- ❖ Landscaped, well painted or surface in good condition

Building Interior:

- ❖ Floors, painted, tile or clean concrete
- ❖ Walkways clear, wide and marked
- ❖ Ceilings – clean, dropped or painted

Environment:

- ❖ Air cleaners, temperature controlled, well ventilated
- ❖ Lighting – Bright 40fc or better, task lighting where needed

Work Areas:

- ❖ Clean, neat, organized, part handling boxes, carts or trays
- ❖ Similar areas standardized, use of white boards when possible
- ❖ Areas marked and identified, chips picked up
- ❖ Tool storage identified

Material and Hardware:

- ❖ Stored neatly, marked or identified

Lunch Room:

- ❖ Separate room or area away from manufacturing

Part cleaning, assembly and finishing areas:

- ❖ Organized and scheduled cleaned

Oil, coolant hazards:

- ❖ Identified and stored safely

Safety:

- ❖ Machine guards used and in place
- ❖ Personal protective equipment used and enforced

Quality Room:

- ❖ Clean temperature controlled, okay to have quality in cells

Equipment:

- ❖ Modern, well maintained, scheduled cleaned
- ❖ Oil, chips and coolant spill control

Housekeeping:

- ❖ Scheduled trash and chip pick up and cleaning
- ❖ Cleaning tools in central areas

Office Areas:

- ❖ Paperwork neat and in place
- ❖ Floors cleaned
- ❖ Clean modern washrooms, cleaned on a schedule

Employee Appearance:

- ❖ Shop logo or other appropriate clean attire

Shop age:

- ❖ The older the shop, e.g., wooden shop partitions, cracked, stained, clean concrete floors, etc., the better the housekeeping has to be.