Stores - Shelf Numbering and Zone Layout

Zone Layout plan

Contents

Shelf Numbering System

Shelves are numbered in the following format

```
Z[Zone][Row][Bay][Shelf]
```

The format creates a code that is 'Z-Letter-Number-Letter-Number" which is sortable in a database

```
Examples
ZA00G9 - Zone A Row 00 Bay G Shelf 9
ZC02B1 - Zone C Row 02 Bay B Shelf 1
```
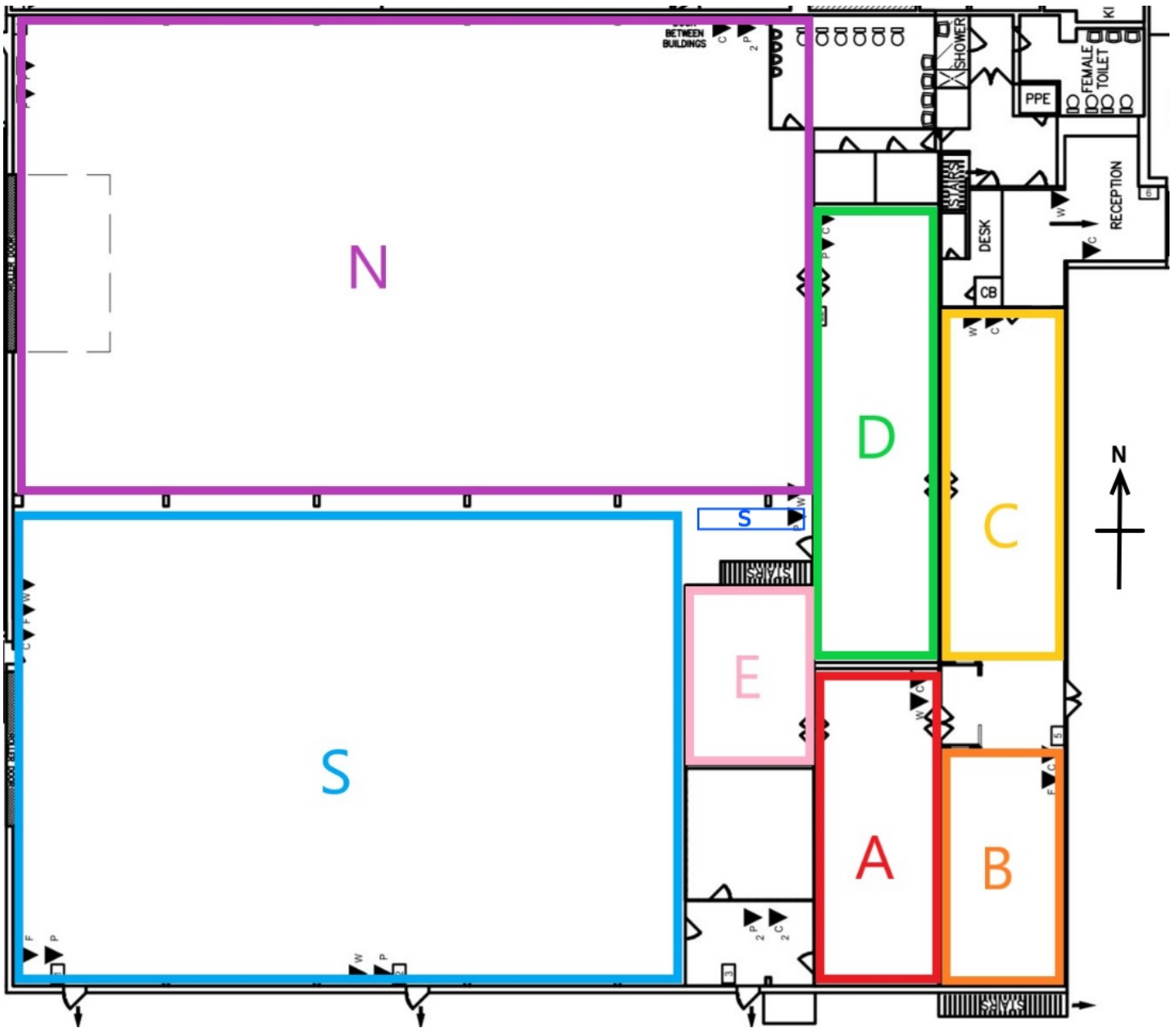
Shelf Numbering

Component	Type	Description
Z	Always Z	All shelf locations begin with Z - this was important to reidentify shelving changes after the move to Edison Way in 2021
Zone	Letter	Zonal Area - see below
Row	Number Always 2 digits	Row Number - see below Always 2 digits to ensure the shelf number for each stock item is the same overall length in characters, which enables simple sorting on a PC
Bay	Letter	Bay letter A bay is determined by the natural break formed by the construction of the racking
Shelf	Number	Numbered from bottom upwards (enables shelves to be added easily) A number zero is used to indicate the floor as storage

Zone Layout

Zones A, B, C, D, E Cover the downstairs stores area
Zone F is the upstairs lab
The workshop area is split into N and S - North and South

Row Numbering

Each **Zone** is separated into **Rows** of **Bays**. The Numbering starts from zero and should always increase in numerical order

Row Numbering Order

Zone	Starting Point (Row 0)
A	Row 0 along the long wall Row numbering starts from 1 closest to window and increases North
B	Row 0 starts from Goods In door and increases to South
C	Row 0 starts from Goods In door and increases to North
D	Row 0 starts from South Wall and increases to North
E	Row 0 Starts from East Wall and increases to West The south wall is row 3
F	Row 0 Starts from East Wall and increases to West
N	Row 0 Starts in centre of factory and increases to North
S	Row 0 Starts in centre of factory and increases to South

Bay Lettering

- Bays are lettered to allow extensions to be made to the initial installation.
- This normally means that Bay A is next to the wall

Shelf Numbering

- Shelves are numbered from the bottom up.
- A number Zero denotes that the floor is used to store the item