

Stores - Shelf Numbering and Zone Layout

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Shelf Numbering System

Shelves are numbered in the following format

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

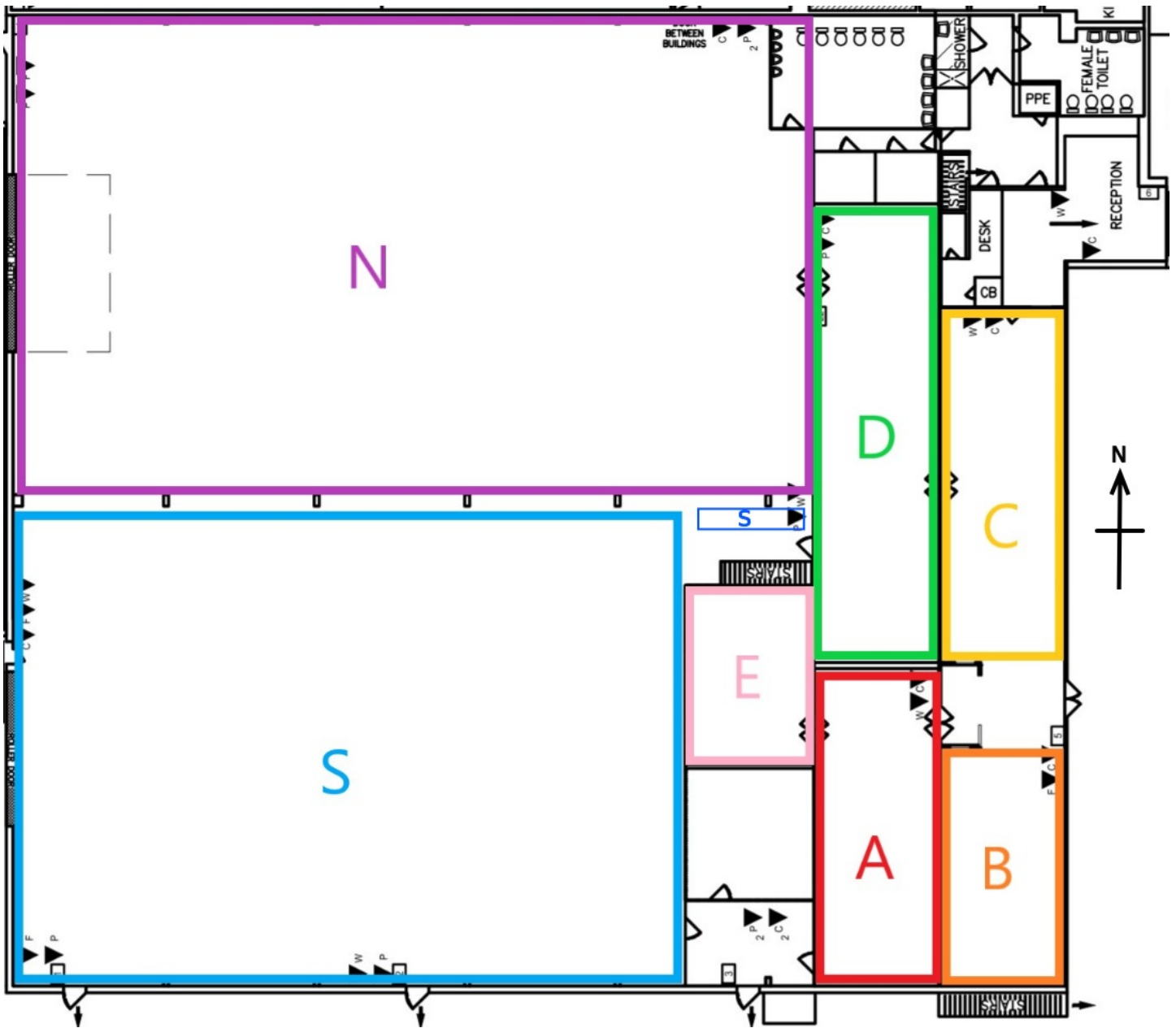
Component	Type	Description
Z	Always Z	All shelf locations begin with Z - this was important to reidentify shelving changes after the move to Edison Way in 2021
Zone	Letter	Zonal Area - see below
Row	Number Always 2 digits	Row Number - see below Always 2 digits to ensure the shelf number for each stock 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