Reducing the number of instances where form 101 is created and processed needlessly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Must ensure proper / important information flow is preserved | Must result in less over-processing. | Must ensure that items are correctly charged out. | Must insure employee capacity is improved by removing needless work. |
| Proposed Solutions |  |  |  |  |
| Only fill out one form per week, with needed stock totals (reduce amount of paper work) |  |  |  |  |
| Set up a shared drive on City Intranet and have Foreman fill in form (no hard copy) |  |  |  |  |
| Differentiate between billable residential customer, chargeable, and non chargeable jobs – create form 101 for only chargeable & non chargeable jobs. |  |  |  |  |
| Only send Form 101 to Intermediate Clerk/ Timekeeper if it refers to a chargeable job |  |  |  |  |
| Photocopy field notes instead of filling out form 101 |  |  |  |  |

Handout #22