
Improving Operations Checklist

- Do ways exist to utilize staff better... handle more work in the time available to reduce idle time?
- Is staff doing work tasks that don't need to be done or aren't really that important?
- Can we use our equipment or supplies better?
- Can some of the work you do be done more efficiently or less costly by different personnel?
- Can some of your work tasks be done better or at less cost at different locations?
- Can we reduce or reorganize some of our operations?
- Do ways exist to reduce safety hazards?
- Can we reduce the costs of some of the services or supplies we purchase?
- Are any of our service levels too high?
- Do we have any equipment or apparatus that needs to be replaced?
- Are we spending our time on high priority work?