



Inside IPI



Please
Try to Remember
Not to Forget!

Dan Clark - IPI Director

The old line, “I’m fixin’ to begin planning on starting that project” doesn’t exactly inspire confidence that anything will get done!

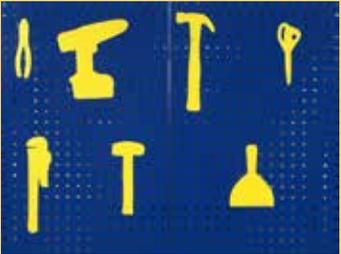
Similarly, I see a lot of countermeasures on our Metric Boards that are variations on a theme:

- “He was told to remember to check it twice.”
- “The operator was reminded not to forget to measure before cutting.”
- “The person was warned again that she needs to be more careful in the future.”

As far as I can tell, all of us at IPI are human, and therefore human error will be with us always. So “remembering not to forget” won’t likely address the root cause of many problems we experience on a daily basis.

Instead, maybe we can coach our team leaders and production operators to “error proof” their processes. Consider some examples, including one that we use every day!

- Dan

		
Checklist	Visuals	Look Familiar?
		
Good	Better	Best

Shop Spotlight



Mount Pleasant *Shines* After 5S Event

The Mt. Pleasant shop went through quite a transformation the week of April 11, 2016. IPI management, training and shop staff, along with John Magnussen from Pella Windows, all came together to *Sort*, *Set In Order*, *Shine* and *Standardize* the shop! What a difference!

Our goals for this event:

1. To provide a safer more efficient workplace for everyone.
2. To provide training in Lean to develop skills for everyone.
3. To be a better supplier for our customers.

The first day was *Sort*; we disposed of several truckloads of excess materials and equipment that were taking up valuable space in the shop. We freed up 400 square feet of space that we can now put to better use. We also established inventory levels to maintain.

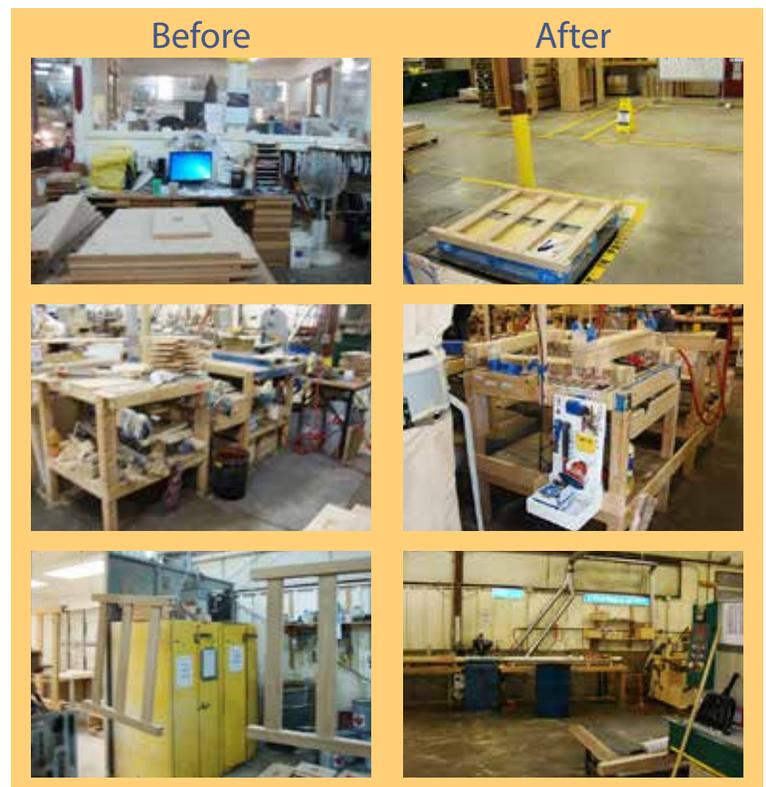
Next came *Set in Order* on day two; this began with re-arranging and figuring out the best place for everything. We then marked the floor so that everyone would know where to place the raw materials, where the walkways were, and so on. The offenders joined together to decide where things would work best to save time and steps, produce a better work flow, and reduce movement of materials. We also painted the fire extinguisher columns red, marked locations of fire alarm pulls and electrical panel clearance areas, and relocated the flammable cabinets per OSHA standards.

After the Sort and Set in Order, it was time to *Shine*; we swept and dusted and mopped and scrubbed until the shop was, well, shining!

On day four we got started on the *Standardizing* everything, which is still a work in progress. In the weeks following the event, we have installed better lighting, pole mounted fans and hose reels to free up floor space and reduce tripping hazards, and location signs all around the shop. The offenders are busy trying to complete all the tasks.

We learned that the hardest step is *Sustain* as old habits die hard. However, everyone is happy with the new setup of the shop and the improved working conditions, and that will help us to sustain all the changes that have been made.

Many thanks to Dan Clark, Steve Forbes, Tammy Luchtenburg, Becky Jones and Jeff Bailey for your leadership and valuable experience to improve our shop. Both staff and offenders were pleased at the end of the week when we could look around the shop and know that our work environment is now set up to make our jobs safer and more productive.



Customer Spotlight

City of Osceola Train Depot Benches



The Anamosa Custom Wood Shop recently completed the refinishing of six benches for the City of Osceola's historic Amtrak train depot.



The train depot was originally built in 1907, and the benches are likely original to the depot. The City of Osceola took ownership of the depot from the Burlington Northern Sante Fe Railroad in 2007. While the historic depot is the busiest Amtrak stop in Iowa, it was in disrepair. The City of Osceola had the depot listed on the National Register of Historic Places and soon began to restore the depot inside and out to better serve its passengers. The non-profit Friends of the Osceola Depot was also formed to assist the city in fundraising efforts for the restoration.



Great care was taken in the Custom Wood shop to ensure the benches maintained their historic look and feel during the restoration process. Staff and offenders in the shops were extremely pleased with the restored benches, but most importantly, the customer is happy with IPI's work as well. Ann Diehl, President of the Friends of the Osceola Depot, said everyone is amazed at how well the benches turned out.

Much work has been completed over the last nine years at the Osceola Train Depot both outside and inside to bring it to its current state. Besides the bench restoration, other recent interior work includes the restoration of the doors, wainscoting and a sliding ticket window. The City of Osceola plans to hold an open house this summer to celebrate the all the work that has been completed.



New Products

Expanded VXO Line:



VXO
Conference Chair
\$249



VXO
Drafting Stool
\$289

Coming Soon: New Seating Options

Mitchellville Panels & Seating is in the final stages of finalizing new seating options to meet our changing customer needs. Here are just a few of the new options they are looking at. Sales materials and pricing will be ready in July to kick off the new fiscal year.

Benefit



Kool Chair & Stool



Match



Maxim LT



Maximus HD



Moon



Penta



Presider Executive



Employee Highlights

New Employees



Julie Olinger

Julie Olinger joined the IPI team in the Des Moines Sales Office and Showroom on April 26, 2016. Originally from Iowa, Julie graduated from Iowa State University with a BS in Child & Family Services.

After living in other areas of the US for many years, Julie and her family returned to Iowa last summer. Julie will be working part-time on seeking bids and leads and establishing tracking systems for both. Julie lives in Des Moines with her husband and their four children, ages 6 to 13.



Todd Givens

IPI Mitchellville welcomes Todd Givens as an Industries Technician supervising the Textiles Division. Todd comes to IPI from the Iowa Correctional Institution for Women where he had been a cor-

rectional officer since 2002. At ICIW, he was a member of CERT and an Investigator / PREA Investigator. Prior to the DOC, Todd worked for Fareway Corporation in the warehouse and distribution center while attending the Des Moines Area Community College for a degree in Criminal Justice. In his off-time, Todd enjoys spending time with his wife and daughter along with computer and electronics repair, woodworking, motorcycle/vehicle repair and restoration, SCUBA diving, and competitive running.



Jacob Bless

Jacob Bless is a graphic design intern in the Des Moines Sales Office and Showroom for the summer. He will be a senior this fall at Iowa State University in the graphic design program. Jacob will be

working on a variety of projects this summer but will be focusing mainly on designing this year's annual report and establishing a Pinterest site for IPI.



Mickel Edwards

Mickel Edwards, an Iowa State University industrial design major, is interning in the Des Moines Sales Office and Showroom this summer. Mickel will primarily be working on analyzing our current

lounge seating lines to determine which are viable lines for the future, researching competitive lounge furniture styles and pricing, and finally designing new furniture lines to meet our customers' changing needs.

Work Anniversaries

June

- 6 – Pat Fowler (AN), 30 years
- 7 – Seth Essing (FM), 6 years
- 8 – Diane Hughes (AN), 8 years
- 12 – Laurie Cochran (MP), 16 years
- 20 – Craig Ahlen (FM), 30 years
- 23 – Jared Ash (AN), 13 years
- 25 – Darin Jarding (AN), 6 years
- 29 – Mark McGraw (FM), 4 years

29 – Steve Forbes (AN), 1 year

30 – Teresa Engelbart (AN), 34 years

July

- 6 – Jacob Bonert (AN), 1 year
- 8 – Jeff Whitson (AN), 3 years
- 18 – Jeff Bailey (FM), 13 years
- 20 – Bryan Koechle (FM), 26 years
- 23 – Luke Fowler (AN), 6 years
- 25 – Wayne Leytem (AN), 11 years
- 25 – Chad Squires (NCF), 19 years

26 – Lennie Miller (AN), 20 years

27 – Dale Schwickerath (NCF), 16 years

August

- 6 – Dennis Barry (DM), 17 years
- 18 – Julie Schaefer (Farms), 13 years
- 20 – Karyn Hartwig-Evans (MV), 9 years
- 21 – Don Chapman (AN), 16 years
- 27 – Peter Quackenbush (AN), 9 years
- 28 – Kent Ashline (AN), 18 years