

Process	Using Spreadsheets and Mechanical Locks							Using eLocker						
	Time	By Who	Hours	Cost P/H	Total Cost	Weekly Occourences	Cost P/W	Annual Cost	Hours	Cost P/H	Total Cost	Weekly Occourences	Cost P/W	Annual Cost
Allocating a locker - New Starter														
Find a free locker	10min	People Advisor	0.16	9.4 £	1.50				0	9.4 £	-			
Allocate the locker	5min	People Advisor	0.09	9.4 £	0.85				0.001	9.4 £	0.01			
Find the key	15min	People Advisor	0.25	9.4 £	2.35					9.4 £	-			
Dispense key	5min	People Advisor	0.09	9.4 £	0.85				0.003	9.4 £	0.03			
Update spreadsheet	5min	People Advisor	0.09	9.4 £	0.85					9.4 £	-			
					Total	£ 6.39				Total	£ 0.04			
							30 £	191.76 £				30 £	1.13 £	58.66
Lost Key														
Staff member attends security desk	5min	Colleague	0.09	9.4 £	0.85				0.09	9.4 £	0.85			
People Advisor checks for a spare key	15min	People Advisor	0.25	9.4 £	2.35					9.4 £	-			
If there is a spare key - dispense key	30min	People Advisor	0.5	9.4 £	4.70				0.002	9.4 £	0.02			
Update spreadsheet	5min	People Advisor	0.09	9.4 £	0.85					9.4 £	-			
					Total	£ 8.74				Total	£ 0.86			
							5 £	43.71 £				5 £	4.32 £	224.85
If there is no spare key														
Note the locker number	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Find the key barrel number	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Place an order for new key	10min	People Advisor	0.16	9.4 £	1.50				0	9.4 £	-			
Remove both keys from the keyring	1min	People Advisor	0.015	9.4 £	0.14				0	9.4 £	-			
Add keyrings to each key	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Store the master key	10min	People Advisor	0.16	9.4 £	1.50				0	9.4 £	-			
Make the new key ready for dispensing	5min	People Advisor	0.09	9.4 £	0.85				0	9.4 £	-			
Update spreadsheet	5min	People Advisor	0.09	9.4 £	0.85				0	9.4 £	-			
					Total	£ 5.69				Total	£ -			
							5 £	28.44 £				5 £	- £	-
Staff member leaves the business														
Staff member leaves	N/A		0	£	-				0	£	-			
Update spreadsheet - Locker must be checked	10min	People Advisor	0.16	9.4 £	1.50				0.003	9.4 £	0.03			
People Advisor find pre-exsiting key	20min	People Advisor	0.33	9.4 £	3.10				0	9.4 £	-			
Store key with pre-exsiting key	N/A		N/A						N/A					
Security now want to check the locker														
Create list of left staff - Done during spreadsheet update	Done during spreadsheet update													
People Advisor print list of left staff	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
People Advisor find correct master key	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Security Manager attends to left lockers	2min	Security Manager	0.03	13 £	0.39				0.03	13 £	0.39			
Security Manager checks each locker	3min	Security Manager	0.05	13 £	0.65				0.005	13 £	0.07			
Security Manager removes any items left in locker	2min	Security Manager	0.03	13 £	0.39				0.03	13 £	0.39			
					Total	£ 6.60				Total	£ 0.87			
							25 £	165.00 £				25 £	21.83 £	1,135.16
Replacement Barrel														
Note the locker number	5min	People Advisor	0.09	9.4 £	0.85				0	9.4 £	-			
Find the key barrel number	5min	People Advisor	0.09	9.4 £	0.85				0	9.4 £	-			
Place an order	15min	People Advisor	0.25	9.4 £	2.35				0	9.4 £	-			
Receieve the order	n/a													
Check the order	5min	Maintenance	0.09	10 £	0.90				0	10 £	-			
Drill the old barrel out	15min	Maintenance	0.25	10 £	2.50				0	10 £	-			
Remove the new barrel from the box	5min	Maintenance	0.09	10 £	0.90				0	10 £	-			
Remove the old barrel from the locker	10min	Maintenance	0.16	10 £	1.60				0	10 £	-			
Install the new barrel into the locker	10min	Maintenance	0.16	10 £	1.60				0	10 £	-			
Note the barrel number for the new locker	5min	Maintenance	0.09	10 £	0.90				0	10 £	-			
Remove both keys from the keyring	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Add keyrings to each key	2min	People Advisor	0.03	9.4 £	0.28				0	9.4 £	-			
Store the master key	10min	People Advisor	0.16	9.4 £	1.50				0	9.4 £	-			
Make the new key ready for dispensing	5min	People Advisor	0.09	9.4 £	0.85				0	9.4 £	-			

Cost of the new barrel £ 5.00

Total £ 20.36 5.2 £ 105.85 £ 5,504.26

(based on number of barrels ordered per year at Goole)

Broken Locker

Staff member goes to people advisor	2 min	Colleague	0.03	9.4 £	0.28
People advisor reports the issue with the locker	15min	People Advisor	0.25	9.4 £	2.35
People Advisor take note of the broken locker number	5min	People Advisor	0.09	9.4 £	0.85
People Advisor updates the spreadsheet	5min	People Advisor	0.09	9.4 £	0.85
People Advisor issue a new locker	5min	People Advisor	0.09	9.4 £	0.85
Find a free locker	5min	People Advisor	0.09	9.4 £	0.85
Allocate the locker	2min	People Advisor	0.03	9.4 £	0.28
Find the key	15min	People Advisor	0.25	9.4 £	2.35
Dispense key	5min	People Advisor	0.09	9.4 £	0.85

Total £ 9.49 5 £ 47.47 £ 2,468.44

Locker Auditing

Security establish lockers to be audited from spreadsheet	20min	Security Manager	0.3	13 £	3.90
Find correct master key / open locker	3min	Security Manager	0.05	13 £	0.65
Security check the locker	3min	Security Manager	0.05	13 £	0.65
Security shut locker	1min	Security Manager	0.016	13 £	0.21

Sub total £ 1.51

No of lockers @ Goole 1200.00

Total Cost £ 1,809.60 £ 1,809.60 £ 3,619.20

(Lockers audited twice per year)

Locker Theft

Investigation and finding of root cause		Security Manager	5	13 £	65.00
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18 P/Year £ 1,170.00 £ 1,170.00

Christmas Headcount Increase

Cost of Allocating a new locker + Clearing a locker * 375 colleagues	375	£ 12.99	£ 4,872.00
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Total Cost £ 4,872.00 £ 4,872.00

Lost shift time from colleagues forgetting locker key

Staff member goes to people advisor	3 min	Colleague	0.05	9.4 £	0.47
SHIFT START - People adviser finds master key	3 min	People Advisor	0.05	9.4 £	0.47
People adviser opens staff locker	3 min	People Advisor	0.05	9.4 £	0.47
SHIFT END - People adviser finds master key	3 min	People Advisor	0.05	9.4 £	0.47
People adviser opens staff locker	3 min	People Advisor	0.05	9.4 £	0.47

Total Cost £ 2.35 24.5 £ 57.58 £ 2,993.90

£ 43,944.86

Based on 1200 lockers @ Goole - the cost PER LOCKER - Per Year £ 36.62

Number of lockers in the network 30489

Cost per year £ 1,116,529.09

Total £ - 0 £ - £ -

0.03	9.4 £	0.28
0	9.4 £	-
0.003	9.4 £	0.03
0	9.4 £	-
0	9.4 £	-
0	9.4 £	-
0.003	9.4 £	0.03
0	9.4 £	-
0	9.4 £	-

Total £ 0.34 1 £ 0.34 £ 17.60

0.005	13 £	0.07	5 £	43.71 £	87.42
0	13 £	-			
0.005	13 £	0.07			
0	13 £	-			

Sub total £ 0.07

No of lockers @ Goole 1200.00

Total Cost £ 78.00 £ 78.00 £ 156.00

(Lockers audited twice per year)

0	13 £	-
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18 Per Year £ - £ -

375	£ 0.91	£ 341.55
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Total Cost £ 341.55 £ 341.55

0.05	9.4 £	0.47
0	9.4 £	-
0	9.4 £	-
0	9.4 £	-
0	9.4 £	-

Total Cost £ 0.47 15 £ 7.05 £ 366.60

£ 2,387.83

Based on 1200 lockers @ Goole - the cost PER LOCKER - Per Year £ 1.99

Number of lockers in the network 30489

Cost per year £ 60,668.81

Cost of eLocker £ 152,445.00

Total Cost £ 213,113.81

Total Saving £ 903,415.28

81%