

QUESTION FOUR

Concentrate on the florists workroom and plan out what you think would be the ideal working space for up to four florists. Think about the jobs that will be carried out in the space and how this will influence the layout of the area.

Where you place items such as the work benches, storage areas, tools, sundries and why?

Also think about safety issues that may be encountered and explain how you would overcome these.

REVIEW

This question will show how practical the college member is when thinking of the best working situation for a group of florists. The size of the work room needs to be considered - most shops do not have the benefit of large working areas, so the plan should be realistic and the area divided up in such a way that is conducive to all staff working together - plenty of shelving and storage to minimize clutter.

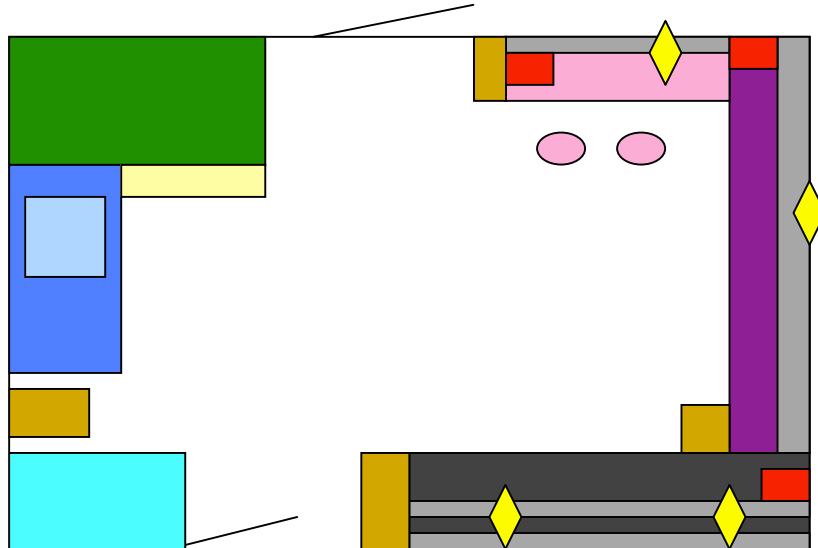
PLAN OF WORK ROOM – a well planned area that considers the criteria set out above.

JOBS TO BE CARRIED OUT – All possibilities need to be considered from general gift wrapping to producing large funeral pieces – so this may determine the size of the benches and the layout.

STORAGE / TOOLS AND SUNDRIES – Consideration for what will be required and where, how will the work stations be set up so it is easy to find things.

SAFETY ISSUES – At least five potential hazards that can be overcome by practical planning and forethought.

FLORISTS WORKROOM PLAN



Key:

Shelves and area for items ready for delivery



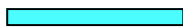
Sink and foam soaking / storage area



Secure cabinet for hazardous substances such as bleach and spray paints



Cold store



Bins



Shelves of sundries



Bench for large pieces of work (large enough for two florists to work at)



Bench and stools for producing wedding work (one or two florists)



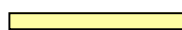
Bench for one or two florists to work at



Tool caddys



Narrow storage shelves for containers



Electricity sockets for tools above work benches

There will also be space under the benches for accessories and sundries such as pot covers, baskets and cellophane rolls.