



## 5s Checklist

### Sort –

- Start in one area, then sort through everything
- Discuss removal of items with all persons involved
- Use decontamination/ environmental/safety procedures
- Items that cannot be removed immediately should be tagged data
- Identify potential unneeded items
  - Is this item needed?
  - If it is needed, is it needed in this quantity?
  - If it is needed, does it need to be located here?
- Place “Red-Tags” on those items that are not needed
- Evaluate and deal with unneeded items
  - Move unneeded items to a red tag holding area for a period of time – this area must be created
  - Dispose of immediately – Sell, Relocate, Throw Away

### Store –

- Keep things used together - kept together
- Use labels, tape, floor markings, signs, shadow outlines.
- Sharable items keep at central location (eliminate excess, equal access)
- Set Limits

- Draw a 5-S map showing the best location for files, office equipment, and materials based on frequency of use
  - Store items together if they are used together and store them in the sequence they are used.
  - Store infrequently used items away from the point of use
- Make a place for everything using:
  - Borders – Sets boundaries, areas
  - Home Addresses – Tells what item belongs inside the border
  - Labels – Tells what the item is and where it belongs
- Remember to use the Principles of Motion Economy
  - Keep body motion to a minimum
  - Keeps frequently used materials close at hand
  - Arranges material and office equipment in order of use
  - Work at the proper ergonomic height: typically 37" - 44"
  - Locate materials so they are easy to pickup

### **Shine –**

- “Everything in its place” makes time available for cleaning
- Identify individual responsibilities for cleaning--eliminate “no man’s land”.
- Cleaning the work area is like bathing. It relieves stress and strain, removes sweat and dirt, and prepares the body for the next day
- Determine the shine targets – what are we going to clean?
- Set a schedule and assign ownership of tasks to individuals
- Create procedures for continued daily shine processes
- Set periodic equipment inspection and maintenance targets

### **Standardize –**

- We must keep the work place neat enough for visual identifiers to be effective in uncovering hidden problems
- Develop a system that will enable anyone in the workplace to see problems when they occur
- “Local” inventories of what is retained
- Without standardized cleanup, improvements made in the first 3S’s will go back to the way they were.
- Create Five S Agreements
  - Document the procedures and guidelines for sorting, simplifying and organizing
    - Visual controls guidelines
    - Item quantity requirements
  - Document the schedule in which they are to be completed and reviewed
    - Housekeeping standards
    - Workplace arrangement methods
- Document Work Processes
  - Document all steps in each process at the workplace
  - Document operating procedures and directives
  - Document all job aids ( user guides, reference materials, troubleshooting guides)

## **Sustain –**

- Develop schedules, check lists.
- Bad habits are hard to break.
- Commitment and discipline toward housekeeping is essential in taking the first step in being World Class
- Create Five S audit form and results presentation tool
  - Make it a structured tool to be used facility-wide (audit form, “radar” chart)

- Establish periodic audit cycle
  - Minimum of weekly for area supervision, monthly for management
  - Participation of Management in reviewing and using Sustain Checklists is Critical for success of Five S
- Establish checklist for visitors to review
  - Remember, with Five S ANYONE should be able to discern between normal and abnormal conditions
- Celebrate improvement and schedule time to improve
  - Keep everyone aware of Five S and its benefits by giving recognition where it is due
  - Make time each week to brainstorm and implement improvement suggestions