

5S: Helping Us Do More With Less

5S is a workplace organization method that enables us to eliminate waste and work more efficiently.

1. SORT – Separate the important from the unneeded.

Identify and group frequently used items. Redisposition equipment and supplies that aren't needed.

February/March

2. STORE – Find a permanent place for needed items.

Use labels, floor markings and pictures to help team members find what they need quickly.

April/May

3. SHINE – Make it clean, keep it clean.

Clean with a purpose. A clean workplace allows you to identify abnormal conditions.

June

4. STANDARDIZE – Create consistent procedures and expectations.

Standardize the best practices learned in SORT, STORE and SHINE to create a consistent approach regarding tasks and procedures.

July

5. SUSTAIN – Make 5S a daily habit through self-discipline.

Practice and repeat these steps until it becomes part of our culture of excellence!

July



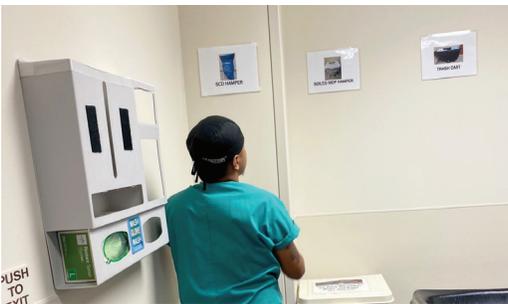
Visit vimeo.com/896662101 or scan the QR code to watch the "Introduction to 5S" video.



5S Process – Soiled Utility Rooms



1
SORT



2
STORE



3
SHINE



4
STANDARDIZE



5
SUSTAIN

