

## 5S Workplace Checklist

To be completed at four separate occurrences (suggested span is to check weekly)

Department \_\_\_\_\_

Completed By \_\_\_\_\_

Category	Item	Date	Date	Date	Date
		Number of Issues	Number of Issues	Number of Issues	Number of Issues
<b>Sort</b>	Eliminate clutter by sorting out what is not needed				
	Excess/unneeded equipment, tools, furniture are in the area				
	Unneeded/outdated items are on the walls, bulletin board, etc				
	Items are present in the aisle ways, stairways, corners, etc				
	Excess/unneeded inventory, supplies, or parts are in area				
<b>Set in Order</b>	Safety hazards (water, oil, chemical, machines) exist				
	Organize and label; set boundaries				
	Correct places for items are not clearly marked/labeled				
	Items are not marked/labeled with "return addresses"				
	Aisles, workplaces, equipment locations are not marked				
<b>Shine</b>	Items are not put away immediately after use				
	Height & quantity limits are not clearly marked				
	Clean everything inside & out				
	Floors, walls, stairs, and/or surfaces are dirty, oily, greasy				
	Equipment is dirty, oily, and/or greasy				
<b>Standardize</b>	Appropriate cleaning materials are not available in area				
	Labels are dirty, broken, or hard to see				
	Other cleaning problems are present				
	Keep checklists and standards to maintain the first 3S's				
	Standards to maintain sort and set in order do not exist				
<b>Sustain</b>	Standards are not communicated				
	Checklists for all cleaning & maintenance jobs do not exist				
	Quantities & limitations cannot easily be seen				
	Items needed to do job function cannot be located within 30 seconds				
	Maintain discipline through systems & a supportive culture				
<b>Total</b>	Workers in area have not been trained in 5S				
	5S was not done this week				
	Personal belongings cannot be easily stored				
	5S checklist/standards are not available or up to date				