

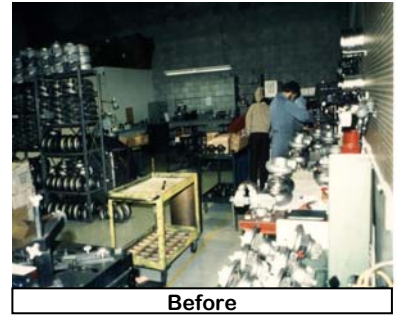


5S Housekeeping and Workplace Organization Kaizen Event

Objectives

Create a highly effective and well organized workplace. 5S stands for:

- Sort – remove all unneeded items from the work area.
- Shine – clean, paint, and repair the work area.
- Set-in-order – put all necessary tools and materials in an “engineered” location.
- Standardize – mark and label the area so there is no doubt what things are and where they go.
- Sustain – put the discipline, rewards, and performance measures in place to make sure it stays that way.



Before

Methodology

5S is best accomplished using a kaizen event as the delivery mechanism. A kaizen event involves about 10 people in a full-time intense learning and working experience on a well-defined focused project for 3-5 days.



After

A Typical 5S Kaizen Event

Preparation About one month before the event, a project is selected, the team is selected, the dates are calendared, and some initial supplies and materials are procured.

Day One Introduction to 5S and project planning – classroom
 Perform the area scan – workplace
 Learn about sorting out the workplace and the red tag area – classroom
 Perform the area sort and red tag – workplace
 Learn about cleaning the workplace and determine assignments – classroom
 Perform the area shine – workplace

Day Two Learn about engineering places for all materials and tools – classroom
 Perform the set-in-order activity – workplace

Day Three Learn about marking, labeling, and workplace visualization – classroom
 Mark and label all appropriate areas and items – workplace

Day Four Learn about how to sustain the 5S accomplishments – classroom
 Determine who will do what and when for ongoing success – workplace
 Prepare and deliver a management presentation – classroom

Benefits

- Productivity and quality improve because of the more efficient workplace.
- Employee morale improves due to the improved quality of life in the workplace.
- Customers will be impressed and will know they are dealing with a world-class supplier.

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