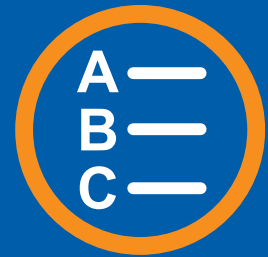


# LeanOhio 5s Guide

5s is the name of a workplace organization method that uses a list of five Japanese words: seiri, seiton, seiso, seiketsu, and shitsuke.

Transliterated or translated into English, they all start with the letter “S” :  
sort, set in order, shine, standardize and sustain.





## OVERVIEW OF 5S



### **SORT**

“When in doubt, throw it out”



### **SET IN ORDER**

“A place for everything, with everything in its place”



### **SHINE**

“Make it clean and keep it clean”



### **STANDARDIZE**

“If you can’t see, you don’t know, and if you don’t know, you can’t control”



### **SUSTAIN**

“Maintain the gain”

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# MEET TIM U WOOD

Reducing waste in the office translates into working to eliminate everything that increases the cost or time of doing work. This process can be applied to countless problems. By eliminating waste step by step in many small ways, you will be able to cut costs and time dramatically.

**TRANSPORTATION:** information or service being moved from one place to another by mail, inter-office mail, e-mail or employees handing off paper or electronic files

**INFORMATION/INVENTORY:** work and data stored in out-boxes, in-boxes and files (hard copy and electronic)

**MOTION:** poorly designed work areas and software causing unnecessary walking, mouse movements and clicks

**UNDERUTILIZATION:** not using available resources

**WAITING:** required information isn't available, computing systems are slow, or a required piece of office equipment/reference is unavailable for use

**OVERPRODUCTION:** due to speculation items are purchased that are not needed; multiple copies are created, stored and/or hidden "in case something happens"

**OVER PROCESSING:** multiple inspections, approvals, formats

**DEFECTS:** not completed correctly the first time

5s Objective	Measurement
Organized Physical Workplace	<ul style="list-style-type: none"> <li>Reduction in square footage</li> <li>Reduction in time searching for information supplies, equipment, any type of tool or item, etc.</li> </ul>
Efficient Work Flow	<ul style="list-style-type: none"> <li>Reduction in distance to walk</li> <li>Reduction in waiting for other people's work</li> <li>Reduction in process or task time</li> <li>Meeting deadlines</li> </ul>
Quality Work or Service	<ul style="list-style-type: none"> <li>Reduction in mistakes</li> <li>Fewer complaints by customers</li> </ul>



# 1. SORT "When in doubt, move it out"

## Remove Unnecessary Things

Applying the Sort function to your office means that you will

- Sort through everything on, in and around your desk
- Separate the items that are unnecessary or in the wrong place
- Remove those items from the work area based on the priority matrix and/or electronic file manager

SORT INSPECTION SHEET	
<b>Target Area:</b>	
<b>Purpose:</b> To ensure that all potential items for Sort are reviewed	
<b>Directions:</b> 1. Examine all items under each category below 2. When you find an item that may not belong, remove it or attach a Red Tag	
Search these spaces	Check the walls, boards, etc.
Floors	Hanging and posted items
Aisles	Out-of-date items
Desktops	Unused/Useless signboards and messages
Tabletops	Other
Stairs	
Corners/behind desks and equipment	<b>Look for unneeded supplies (or too many)</b>
Interiors drawers, cabinets, and closets	Paper and folders
	Pens, markers, pencils
<b>Look for unneeded furniture</b>	Staplers, rulers, scissors
Chairs	Tape
Desks	Other
Carts	
Filing cabinets/other cabinets	<b>Search these storage spaces</b>
	Book shelves for unneeded books and magazines
<b>Look for unneeded equipment</b>	File cabinets for unneeded files
Computers	Other storage spaces
Printers	
Phones	<b>Look for other unneeded items</b>
Copiers	Dishes
Adding Machines	Trash cans
Other electrical items (fans, crockpots)	Paper files and electronic files
Attachments, wires, fixtures	Factory items
	Clothes
	Tools

## 1 2 3 2. Set in Order *“A place for everything, with everything in its place”*

### Arranging necessary items for easy and efficient access - and keeping them that way

Wouldn't it be great to never have to “go on the hunt” for something again? According to research, the average individual spends 150 hours each year looking for misplaced information. That's almost four work weeks! So how can you avoid this? By assigning a “home” for everything.

Begin by asking yourself a few important questions:

“Where does it make the most sense to store this item?”

“How will I recall this file when looking for it in my filing cabinet or on my hard drive?”

“Is this an item that I use frequently?”

When it comes to your desk surface, only allow items you use on a daily basis to take up space in the prime real estate area of your desk. You should be able to visually see if something is missing or out of place. In an office that is practicing true Lean culture, individuals sometimes use electrical tape to outline items on their desks such as staplers, three-hole punches, tape dispensers, etc. It's just like outlining tools hanging on a peg board. Labeling shelves, binders, cabinets and filing cabinets is one more way to make sure items are assigned a home.

### VISUAL MANAGEMENT

Here are some zones that are found in most office spaces:

- Desktop
- Desk Drawers
- Computer and computer area
- Filing drawers
- Overhead cabinets/bins
- Space under the desk
- Space on top of filing cabinets
- Bookshelves
- Bulletin/Dry erase boards
- A work table or counter

Alphabetic – How to title?

Chronologic – What date?

Numeric by project number – Who's number?

Color by project status – Who's status?

Priority	Frequency of Use	How To Use
Low	Less than once a year	Throw away
	Once per year	Store away from the workplace
Average	Once per month	Store together
	Once per week	
High	Once per day	Locate at workplace

## 3. Shine *“Make it clean and keep it clean”*

### Cleaning everything, keeping everything clean, and using cleaning as a way to ensure that the area and equipment are maintained, as they should be.

It's so important that Clean Off Your Desk Day is an actual holiday, the second Monday in January.

Here are 10 Tips to Help You Keep Your Desk Clean and Organized:

- Designate a Physical Inbox – We all have too many email inboxes, yet many people no longer have a physical one on their desk. You need one place for incoming papers to reside. Otherwise, they will scatter all over the existing documents on your desk.
- Have a Trash Can Within Reach – If you have to get up from your desk to reach the trash, then it is too far away. (Nor do you want to be playing trashcan paper toss...) Make sure that you can easily and quickly reach the trash from your chair.
- Minimize Incoming Paper – Stop that incoming paper flood, or at least minimize it to the extent possible. Eliminate unnecessary subscriptions, reduce the number of paper reports and memos. If you don't need something in hard copy, then stop it from coming to your desk.
- Get Rid of Unnecessary Clutter – Do you need all those knickknacks and office accessories laying all over your desk? Unless they serve a purpose, get them off your work surface. You don't have to go to the extreme of creating a sterile workspace, but if you are not using it, move it off your desk.
- Schedule Regular Cleaning Time – If you have not cleaned your desk in a month, it could take you a few hours to tidy it up. However, if you do it daily, it should only take a few moments. Avoid compounding your organizing time by scheduling a designated time each day.
- Never Put Trash Down – Whether it is a piece of paper or a food wrapper, never set trash down. Get in the habit of holding it in your hand until you can reach your trash can. (See #2) You don't want to put trash on your desk and forget about it. As well, that half-empty soda is an accident waiting to happen.
- Take a Picture – Do you have items on your desk that are simply for reference? A battery or ink cartridge that you need to replace? Or a clipping or article? Instead of leaving these items on your desk, take a picture with your smartphone. You will be more likely to have your phone with you when you need to reference the item.
- When in Doubt, Throw It Out – You will never need 99% of the papers that you are saving. When in doubt, throw it out. If you truly need a hard copy, make sure you have a filing system see set in order.
- Scan It- Is the price of a scanner worth the peace and organization it will bring? Yes! Clear that paper clutter, by scanning it into soft copy or PDF.
- Clean It Before You Leave It – If your boss or mom were to come to your desk after you departed for the day, would you be proud of what he or she would see? One of the best times to clean your desk is the end of the day. It brings closure to your work day and sets you up for a clean start tomorrow.

## 4. Standardize

*"If you can't see, you don't know, and if you don't know, you can't control"*

Creating guidelines for keeping the area organized, orderly, and clean, and making the standards visual and obvious.

This is your opportunity to create a method to sort, set in order and shine.

- How will you sort?
- How will you set in order?
- How will you shine?

## 5. Sustain *"Maintain the gain"*

We can all do the right thing for a day. What distinguishes a winner is their ability to stick to a change in habit week after week, month after month and year after year. This is not an "easy" path, but discipline achieves greatness. So let's be great together by sustaining the gains of sorting, set in order, shining and standardizing. Create a calendar reminder to audit 5s at your desk on a weekly basis.

	1 Strongly Disagree	2 Disagree	3 Neither Agree or Disagree	4 Agree	5 Strongly Agree
<b>DESK</b>					
I have to search for items (reports, files, supplies, etc.) when I need them.					
I often have to wait for information before I can complete task.					
There are times when I have to go search for an item myself because it is not where it should be.					
There are times when I feel like no one really cares where things belong.					
There are times when I get upset because something is not where it should be and it affects my work.					
There are times when items from my area are "just missing."					
There are areas on or near my desk are not organized.					
There are items on or near my desk that have not been used for some time.					
There are no standards on how my area should be organized.					
There are no standards that I am aware of on how our department or work group should be organized.					
<b>COMPUTER</b>					
There are different naming conventions for how to name a file or folder.					
I often have to search through multiple emails to find the one that is needed.					
There are times when numerous folders have to be searched to find the correct file.					
There are times when there is confusion as to what is the most current version of a document/file.					
There are times when I can only respond to urgent emails hours after I receive them.					
I usually read emails whenever they pop-up on the screen.					
There are unused icons and shortcuts all over my Desktop screen.					
I am regularly emailing large files and attachments to multiple users.					
I am losing track of emails that I am waiting on responses for.					
My email auto-filtering functions are currently switched off or not enabled.					
If any statement attained a score of 3, 4, or 5, then the 5S system would be of value.					





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