

5S CHECKLIST FOR OFFICES TEMPLATE



WORK AREA		AUDITOR		DATE
s1	Sort (SEIRI) sort useful from unnecessary	NOT YET BEGUN	IN PROGRESS	COMPLETE
S1-1	Area clear of excess equipment			
S1-2	Area clear of excess work, papers, supplies			
S1-3	Area clear of excess personal items			
S1-4	Area clear of outdated, obsolete, unused materials			
S1-5	Storage areas defined			
S1-6	Physical and electronic files neatly organized			
S1-7				
S1-8				
s2	Systemize (SEITON) straighten, set in order	NOT YET BEGUN	IN PROGRESS	COMPLETE
S2-1	Equipment, computers, peripherals correctly placed			
S2-2	Supplies identified and stored properly			
S2-3	Files organized and clearly labeled			
S2-4	Work prioritized and visually recognizably organized as current, urgent, on hold, etc.			
S2-5	Electronic file labeling uniform and adhere to company naming standards			
S2-6	Files free of clutter			
S2-7	Safety equipment up-to-date and accessible			
S2-8				
s3	Shining (SEISO) sanitize, sweep and shine	NOT YET BEGUN	IN PROGRESS	COMPLETE
S3-1	Floors clean and in good condition, free of hazards			
S3-2	Walls, ceilings, dividers clean and in good condition			
S3-3	Racks, shelving, and cabinets clean and in good condition			
S3-4	Equipment, supplies, and tools clean and in good condition			
S3-5	Desks, tables, chairs clean and in good condition			
S3-6	Lighting is sufficient for work area and suitable to work action			
S3-7	Sufficient air flow			
S3-8	Sufficient trash and recycling bins, bins cleared frequently and in good condition			
S3-9	Ample cleaning materials available and accessible			
S3-10				
S3-11				
s4	Standardize (SEIKETSU) routine preventative maintenance	NOT YET BEGUN	IN PROGRESS	COMPLETE
S4-1	Employee has solid understanding of the value and practices of 5S Checklist			
S4-2	Checklist is readily available and visible if applicable			
S4-3	Display boards kept up-to-date			
S4-4	Specific cleaning tasks delegated			
S4-5	Specific times set for tasks			
S4-6	Regular audits set and carried out to ensure adherence			
S4-7				
S4-8				
s5	Sustain (SHITSUKE) routine defined	NOT YET BEGUN	IN PROGRESS	COMPLETE
S5-1	5S Checklist becomes ingrained, part of the day-to-day work experience			
S5-2	Success stories displayed: before and after, etc.			
S5-3	Recognition of 5S adherence			
S5-4	Rewards for 5S adherence			
S5-5	Improvements to existing systems / standards noted and implemented			
S5-6				
S5-7				

ADDITIONAL COMMENTS