

5S Office Checklist

Marks.....There is a grading from 0 - 4 marks:

- 0 = Very Bad
- 1 = Bad
- 2 = Average
- 3 = Good
- 4 - Very Good

Explanation of major items

5S..... Divided into Clearing Up (*Seiri*), Organizing (*Seiton*), Cleaning (*Seiso*), Standardizing (*Seiketsu*), and Training & Discipline (*Shitsuke*).

5S Checklist (Office)			Section	Checker				
			Marks	Previous marks	Date:			
			/100	/100	/ /			
5S	No	Checking item	Evaluation Criteria	Marks				
				0	1	2	3	4
CLEARING UP (20)	1	Lockers	No irrelevant reference materials, such as documents, drawings, meeting materials, etc.					
	2	Desk	No excess pieces of equipment or reference materials on desk or in					
	3	Visual Control	Irrelevant items or documents can be identified at a glance.					
	4	Standards for Disposal	Standards are fixed for disposal of documents and equipment.					
	5	Exhibits	Displays are up-to-date, tidy, and well-balanced.					
ORGANIZING (20)	6	Storage labels	Labeling of lockers and equipment allows immediate identification.					
	7	Labels for documents and equipment	Everything is clearly identified.					
	8	Ease of use	Storage is designed for ease of use.					
	9	Orderly storage	Everything is stored in a fixed place.					
	10	Aisles and display areas	All dividing lines and bulletin boards are clearly indicated					
CLEANING (20)	11	Floor	The floor is clean					
	12	Dust and Dirt	Windows, window sills and shelves are clean					
	13	Cleaning responsibilities	There is a rotation or shift system for cleaning					
	14	Wastebaskets	There is a system for getting rid of dirt and waste paper					
	15	Habitual cleaning	Sweeping and dusting are regarded as habitual activities					
STANDARDIZING (20)	16	Ventilation	The air is clean, odorless, and free of cigarette smoke					
	17	Lighting	The angle and intensity of illumination are appropriate.					
	18	Uniforms	No body is wearing a dirty uniform.					
	19	Environment	The general environment is good, including color, air, lighting, etc.					
	20	The first 3 steps	There is a system for maintaining clearing up, organizing, and cleaning.					
TRAINING & DISCIPLINE (20)	21	Clothing rules	The rules are adhered to.					
	22	Interaction of people	There is a pleasant general atmosphere, people exchange greetings, etc.					
	23	Meeting times and break times	Everyone makes an effort to be punctual.					
	24	Telephone Manners	Everyone states their business clearly, politely, and succinctly.					
	25	Rules and Regulations	All rules and regulations are strictly observed.					
Total			Check dispersal of marks (total for each column)					

By
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