**5S Cleaning Checklist**

Use this 5S cleaning checklist to make sure you’ve addressed all areas of the workstation. Take notes on any questions that are answered with “no,” including ideas for how to address the issue.

**SORT**

Get rid of anything that doesn’t belong in the work area.

|  |  |
| --- | --- |
| Table or desk is clear of clutter. | [ ]  Yes [ ]  No |
| All trip hazards have been removed from the floor. | [ ]  Yes [ ]  No |
| Broken and defective equipment has been red tagged and removed from service. | [ ]  Yes [ ]  No |
| Essential tools and equipment are available for workers to use. | [ ]  Yes [ ]  No |
| Infrequently used tools are set aside to be put out of sight or into storage. | [ ]  Yes [ ]  No |

**Notes:**

**SET IN ORDER**

Designate a storage location for everything within the work area.

|  |  |
| --- | --- |
| Each item in the workspace has a designated storage location. | [ ]  Yes [ ]  No |
| More frequently used items are closer to workers than less frequently used items. | [ ]  Yes [ ]  No |
| Storage areas have proper labels so the intended layout is clear. | [ ]  Yes [ ]  No |
| Cords and cables are managed in a way that reduces both trip and electrical hazards. | [ ]  Yes [ ]  No |

**Notes:**

**SHINE**

Clean the work area and double check that everything is in order.

|  |  |
| --- | --- |
| Worktables are clear of dust and debris. | [ ]  Yes [ ]  No |
| Equipment is clean of all dirt and grime. | [ ]  Yes [ ]  No |
| All labels are visible and correspond to the station’s current layout. | [ ]  Yes [ ]  No |
| There are no loose items left in sight—on the floor, overhead, or at eye level. | [ ]  Yes [ ]  No |
| Trash bins are empty. | [ ]  Yes [ ]  No |

**Notes:**

**STANDARDIZE**

Determine the best practices you will use to keep the work area clean.

|  |  |
| --- | --- |
| Photos have been taken of the workspace. | [ ]  Yes [ ]  No |
| Any workspace changes have been communicated to affected parties. | [ ]  Yes [ ]  No |
| The workspace provides instructions on how to tag out broken equipment. | [ ]  Yes [ ]  No |
| Cleaning directions or checklists are available for workers to assess the area. | [ ]  Yes [ ]  No |
| All site leaders have agreed to enforce proper upkeep of the area. | [ ]  Yes [ ]  No |

**Notes:**

**SUSTAIN**

Regularly audit the work area to ensure that the 5S remains intact over time.

|  |  |
| --- | --- |
| Maintaining the 5S is part of new hire training. | [ ]  Yes [ ]  No |
| A system has been established for auditing the workspace for 5S compliance. | [ ]  Yes [ ]  No |
| There is a set schedule for deep cleaning, equipment maintenance, etc.  | [ ]  Yes [ ]  No |
| Basic cleaning supplies are stored for easy access at any time. | [ ]  Yes [ ]  No |

**Notes:**