**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:**