

5S STANDARDS LIST (office sample)

The standards listed below apply to all personnel operating within the front office.

Public Areas (lunchroom, copy room, lobby, conference room and storage room)

- Return tools and extra supplies to designated locations.
- Promptly remove computer printouts and copies from the copy room.
- Empty mailboxes at least once per day.
- Erase and clean the white boards after use.
- Label all postings with expiration date and remove on or before the identified date.
- Return the conference room chairs to their standard position.
- Pick up after yourself.
- Keep file drawers, cabinet doors and cupboard doors closed unless in use.
- Dispose of recyclables and trash in the appropriate receptacles.
- Keep food items and eating supplies in designated areas.
- Wipe off lunch tables and clean utensils after use.
- Remove personal items from the refrigerator by 5:00PM on Friday.

Personal Office and Cubicle

- Keep personal items in designated areas within your office or cubicle.
- Organize and store files, reference materials and supplies inside your cabinet, desk or bookcase.
- Displayed reference materials are to be organized into 3-ring binders.
- While working, keep only currently used materials and supplies on top of your work surface.
- Clean off your desk, close cabinets and file drawers, turn off your computer and return your chair under your desk prior to leaving.