

# 5S Checklist - Offices

Work Area: .....

Date: .....

5S Leader: .....

5S Auditor: .....

**S1 – Sort – SEIRI:**

✓ / x

1. No irrelevant reference materials, documents, drawings, etc.	<input type="checkbox"/>
2. No irrelevant reference materials, documents, etc.	<input type="checkbox"/>
3. No excess pieces of equipment, documents, etc.	<input type="checkbox"/>
4. Storage area is defined to store unneeded items and out-dated documents.	<input type="checkbox"/>
5. Standards for eliminating unnecessary items exist and are being followed.	<input type="checkbox"/>

**S2 – Set in order – SEITON:**

6. Desks and cabinets are free of accumulations of papers and other objects.	<input type="checkbox"/>
7. All tools and equipment are stored in a fixed place.	<input type="checkbox"/>
8. Tools and equipment are well organized for ease of take and return.	<input type="checkbox"/>
9. Labeling of cabinets, shelves and files allows immediate identification.	<input type="checkbox"/>
10. Documents are filed in accordance with the Record Retention Guidelines.	<input type="checkbox"/>
11. Displays are tidy, free of clutter, labeled and up-to-date.	<input type="checkbox"/>
12. Safety equipment easily accessible and in good condition.	<input type="checkbox"/>

**S3 – Shining – SEISO:**

13. The floor is kept clean and no signs of damage.	<input type="checkbox"/>
14. Walls and ceilings are in good condition and free from dirt and dust.	<input type="checkbox"/>
15. Racks and cabinets are kept clean and in good condition.	<input type="checkbox"/>
16. Equipment and tools are kept clean and in good condition.	<input type="checkbox"/>
17. Desks, tables and other furniture are kept clean	<input type="checkbox"/>
18. Lighting is enough and the angle and intensity of illumination are appropriate.	<input type="checkbox"/>
19. Good movement of air exists through the room.	<input type="checkbox"/>
20. Trash containers are emptied on a regular basis.	<input type="checkbox"/>

**S4 – Standardize – SEIKETSU:**

21. Visual controls and display boards are used and regularly updated.	<input type="checkbox"/>
22. Procedures for maintaining the first three S's are being displayed.	<input type="checkbox"/>
23. 5S checklists, schedules and routines are defined and being used.	<input type="checkbox"/>
24. Everyone knows his responsibilities, when and how.	<input type="checkbox"/>
25. Regular audits are taking place using checklists and measures.	<input type="checkbox"/>

**S5 – Sustain – SHITSUKE:**

26. 5S seems to be the way of life rather than just a routine.	<input type="checkbox"/>
27. Success stories are being displayed (i.e. before and after pictures).	<input type="checkbox"/>
28. Rewards and recognition is part of the 5S system.	<input type="checkbox"/>

Comments: .....