|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Role Responsible for completing task** | **Identified area for task completion** | **Status or Comments** |
| Pick the area for the 5S project |  |  |  |
| Assign Team and Leadership Sponsor |  |  |  |
| Team Training   * Discuss Benefits * Review the 5S Steps * Role Assignments |  |  |  |
| Schedule date/time for the 5S |  |  |  |
| Take team pictures and before pictures of the area |  |  |  |
| Assemble supplies  Bins  Baskets  Red Dots  Designate the 4 Staging areas – keep, throw away, recycle, we don’t know |  |  |  |
| Sort (Pictures too)  Meet at 5S area and begin sorting into the 4 categories – keep, throw away, recycle, we don’t know |  |  |  |
| Remove everything but “keep” items from the staging area. |  |  |  |
| Set in Order (Pictures too)   * Label shelves, bins baskets * 2 Bin System * Organize supplies based on VOC, VOB |  |  |  |
| Shine (Pictures too)  Clean, clean, clean 😊 |  |  |  |
| Standardize and Sustain  Checklist or monitoring tool |  |  |  |
| Present project to Leadership and other unit directors that would like to replicate |  |  |  |

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