THE FIVE S’s

SORT
Eliminate all the things in the workspace that are not being used.

SHINE
Remove all dirt and grime and keep it that way daily. Ensure all equipment is running correctly.

SET IN ORDER
Arrange the items used on a daily basis so that they can be easily accessed and quickly stored.

STANDARDIZE
Create a system of tasks and procedures that will reinforce the steps of 5S on a daily basis.

SUSTAIN
Create a motivational culture of 5S in the workplace and maintain the results of your efforts.

For additional resources and information please visit @DMPS - Continuous Improvement (Lean) and ci.dmschools.org