

Date:	Owner:
Approval Date:	Manager Approval:

TITLE: Chancellor's Office Copy Center 5S (Sort, Set-in-Order, Shine, Standardize, Sustain) Initiative

BACKGROUND

- The Chancellor's Office Copy Center conducted a 5S workplace organization initiative to optimize the floor space utilization for revenue-generating activity. Space in the copy center is limited and the location of equipment did not facilitate the most efficient flow of information and material for major work processes.
- A 5S workspace organization initiative was conducted to create a disciplined, clean and well-ordered work environment.

The 5S's of Lean

Sort: Remove all unnecessary items from the work area.

Set-in-Order: Arrange the work area to meet your needs.

Shine: Find the reason why things become dirty. Emphasis is on the removal of dust, dirt, and grime to reveal the source and eliminate it.

Standardize: Use standards to maintain and continue improving.

Sustain: Implement training and communications to maintain an area.

CURRENT CONDITIONS

- Floor space assigned to non-revenue generating activities (inventory and unneeded supplies).
- Location of equipment is not optimized to support major processes.
- **Four processes** were evaluated (**color copy w/staples, black/white copy w/binder, electronic job BOG binder, name badges/table tents**).

RESULTS

Work Process:	Before	After	% Change
Electronic job BOG binder	210 ft.	114 ft.	-46%
Black/white copy w/binder	225 ft.	132 ft.	-41%
Name badges/table tents	63 ft.	69 ft.	+9%
Color copy w/staples	114 ft.	117 ft.	+3%

↓
Lowered Equipment Costs by 20%

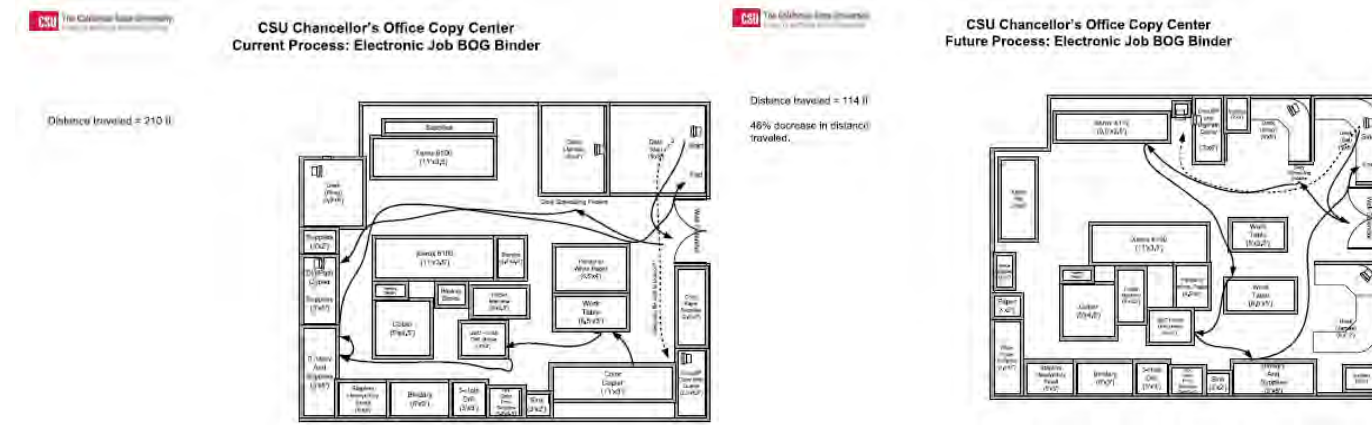


Removed 53 items

- Reduced travel distance by an average of 30% for major processes.
- Removed 53 pieces of equipment and inventory.
- Leased copiers with a smaller footprint at a lower cost.
- Created an information board to track monthly audits.
- Labeled work areas to create a visual workplace.
- Added a meeting/work area with space gained after removing unnecessary items.

FUTURE ACTIONS

- Completing the 5S process at the copy center has results in significant workflow improvements and created a more organized work environment.
- The information board has created a transparent 5S work environment showing the status of weekly audits and will ensure that changes are sustained.



Before



After



Information Board and Audits



5S AUDIT CHECKLIST

AREA:	Work Area	DATE:	10-Jul-08				
	SCORE	SET BY	GRADE	SHINE	STANDARDIZE	SUSTAIN	TOTAL
Total Score	11	9	7	1	5	33	
# of Questions	6	11	2	4	5	34	
Average Score	1.8	0.8	0.5	0.3	1.0	1.0	

SCORING GUIDELINES

0	1	2	3	3.5 (B)	4.5 (S)
ZERO EFFORT	SLIGHT EFFORT	NECESSARY EFFORT	NEARLY ACCEPTABLE LEVEL	ABOVE AVERAGE RESULTS	SUPERIOR RESULTS

5S ACTIVITY DESCRIPTIONS

DESCRIPTION	SCORE
1) Only the required spare parts, materials, WIP, etc. are present at the workstation. Items not required to make the current product are removed from the workplace.	2
2) Only the required tools are present at the workstation. Items not required to make the current product are removed from the workplace.	1
3) Only the required paperwork is present at the workstation. Out-dated or otherwise unnecessary posters, notices, announcements, reports, etc. are removed from the workplace.	4