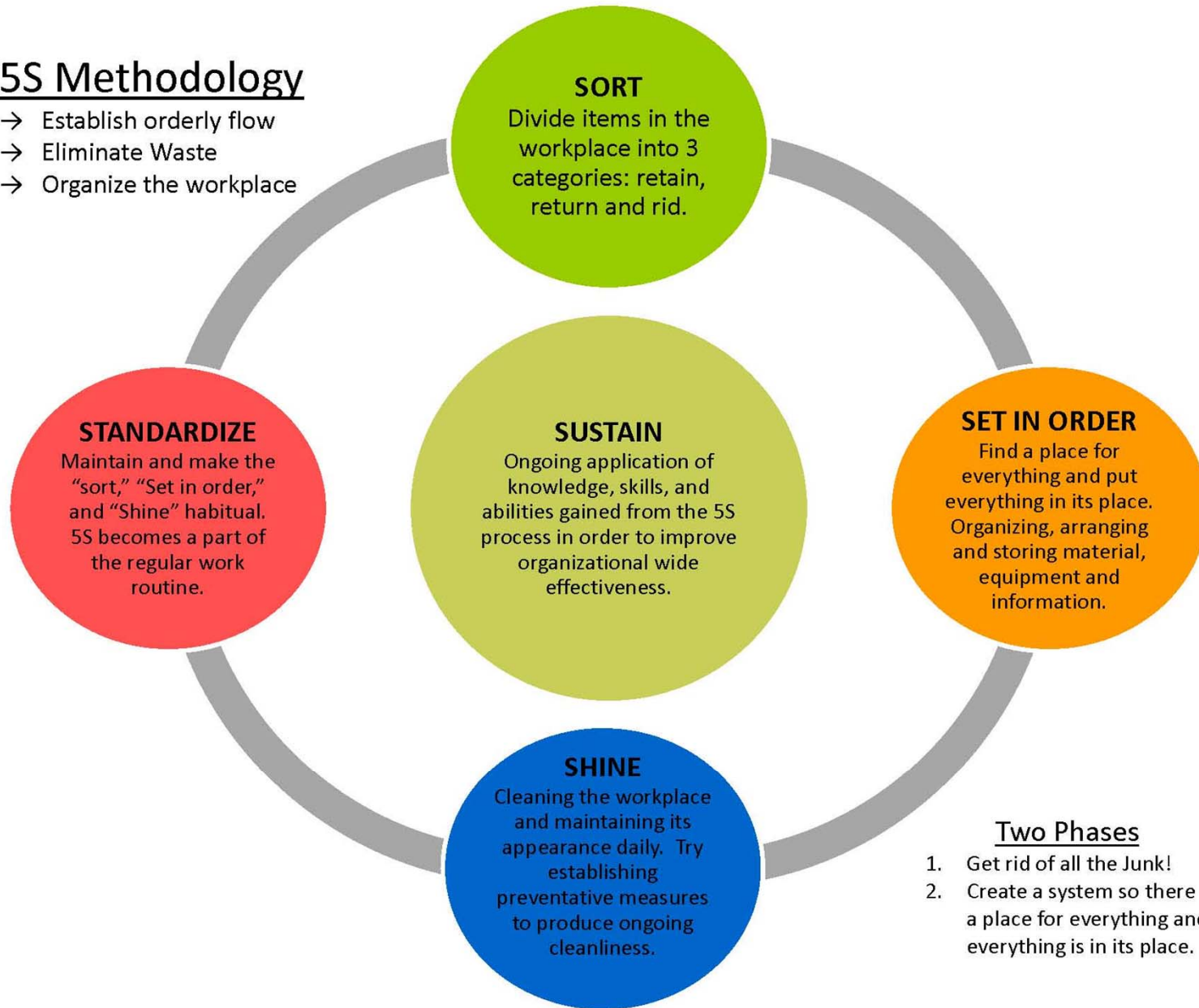


Facilities P Drive 5S Project

Facilities Management
Spring 2011

5S Methodology

- Establish orderly flow
- Eliminate Waste
- Organize the workplace



5S is a Lean tool used to eliminate waste, organize a workplace and create a system to sustain improvements made.

Facilities 5S Project Team

Wendy Davis - Facilitator

Mike Needham – Team Member

Pat Muller – Team Member

Sue Sergey – Team Member

*A special thank you to all Facilities
Personnel who helped clean and sort
through files and participated in time
tests!*

Issues – Need for 5S

- Folders and documents had misleading names
- Excess time spent searching for files
- User frustration *%\$#@%
- Lots of OLD, unneeded files
- Personal files stored on the drive
- Files and folders with employee names
- New staff coming on board – how will they know where to begin if we don't!?!?

5S was called to rescue !

Previous Root Folders

- **Sustainable Group Meetings**
- **Building Mechanics**
- **CB-Bids**
- **Building Projects – Proposed**
- **Censtor-mtr pool**
- **Chucks projects**
- **Diane (operations)**
- **Digital-photos**
- **Drawings**
- **Ese**
- **Gregg**
- **Grounds**
- **Irfanview**
- **Jazz**
- **Jim Schultz**
- **Jim Heikkinen**
- **Test**
- **Parking Task Forde**
- **Power Point Presentations**
- **Recycle**
- **Rovano**
- **Safety Sheets**
- **Secretaries handbook**
- **Speclink**
- **Secretary**
- **Speclink+**
- **Sprdshts**
- **Sue**
- **Temp**
- **Scanned Books**
- **Maintenance**
- **Sustainability**
- **SHOP_LABELS**

Some root folders had over 1,000
sub-folders!

Some had not been cleaned out
for 15+ years!

Time Test: Pre-5S

6 Search and Find Files:

1. Find the latest State of Michigan monthly report for the GLRC.
2. Find the OSHS Payroll Vacation/Sick List.
3. Find the Grounds and Gardens Photos.
4. Find the Design Scope for the Admin Remodel.
5. Find the Meeting Minutes from the most recent monthly meeting.
6. Find the electronic copy of this document.

Results:

In Minutes and Seconds

- Personnel 1: 6.10
- Personnel 2: 5.43
- Personnel 3: 4.21
- Personnel 4: 4.43
- **Total: 20.57**

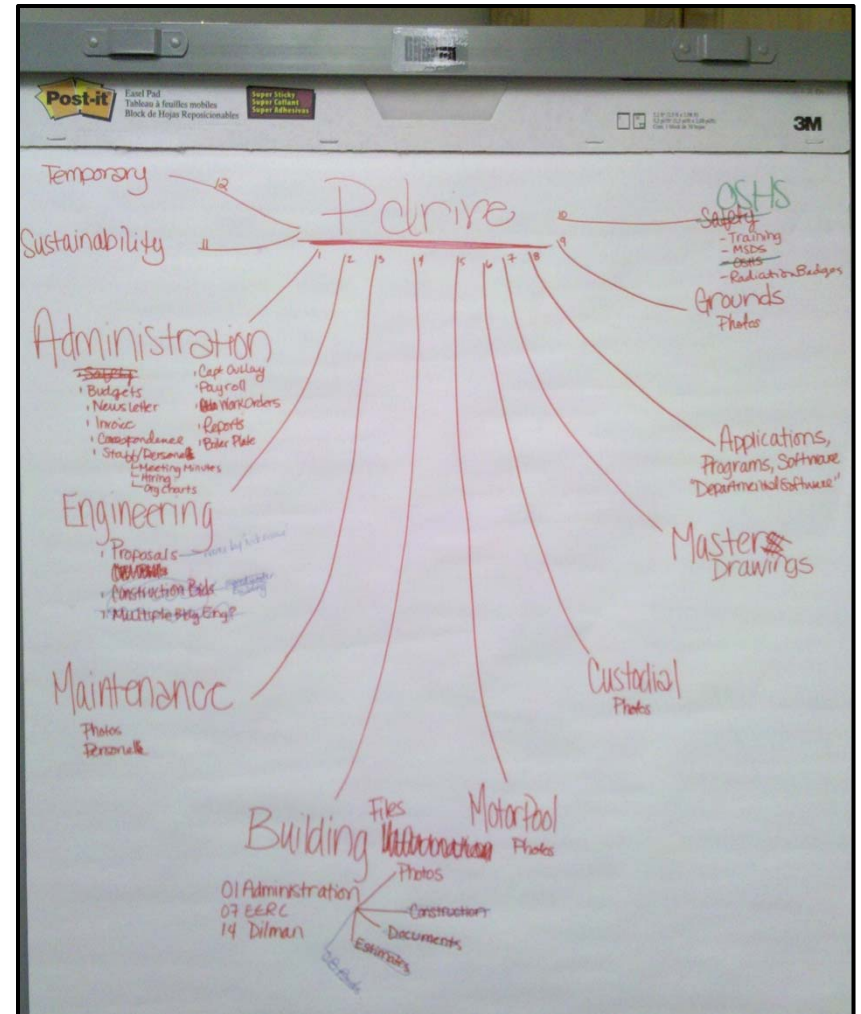
5S work begins

- **SORT**

- Purge unneeded files
- Move files around
- Team becomes familiar with the current state
- Individual employees instructed to “Sort” through folders they manage

- **SET IN ORDER**

- A place for everything
- New root folders are established by the team



Here are the New Root Folders

- Administration
- Building Files
- Custodial
- Dept. Software
- Drawings
- Engineering
- Fleet Services
- Grounds
- Maintenance
- Sustainability
- Temp

From 33 to 11!

**The number of
root folders was
reduced by 64%**

5S work continues

- **SET IN ORDER** and **SHINE**
 - Employees put the new root folders to the test
 - Moving files, cleaning files
 - Minor changes made to finalize the new root folders
- **STANDARDIZE**
 - Root folder descriptions created
 - Pat works individually with staff to train on proper filing and naming guidelines

Root Folder Descriptions


- Administration – Department business files such as payroll, purchasing, budgets, staff meetings, etc.
- Building Files – Construction and renovation information and photos for all campus buildings
- Custodial – Facility custodial documentation for entire campus.
- Dept. Software - Engineering and other shared application software.
- Drawings - AutoCAD floor plans for all campus buildings.
- Engineering - Planning and documentation for new construction before a building # is assigned (once a building # is assigned, further documents are stored in Building Files Folder). Campus wide building information pertaining to areas such as roofs, elevators, sprinklers, etc. also stored in this folder.
- Fleet Services - Rental vehicle information and van training instructions.
- Grounds - Campus grounds and site utility information.
- Maintenance - Facility maintenance documentation for entire campus.
- Sustainability - Campus wide sustainability efforts and groups.
- Temp - A place to temporarily store files. (Delete when finished with them.)

Time Test: Post 5S

Results:

In Minutes and Seconds

- Personnel 1: 2.11
- Personnel 2: 2.29
- Personnel 3: 2.54
- Personnel 4: 2.41
- **Total: 10.15**



**51%
Faster!!**

And last but not least...**SUSTAIN**

New staff/students

- Go over Root Folder Descriptions
- Tour of P Drive

Quarterly/Annual

- Quarterly reminder by email (Sue)
- Drive will be monitored by Pat
- Annual Clean-up administered by the team, September – December each year

Questions?