

FALL INTO LEAN WEEK

OCTOBER 30 – NOVEMBER 3, 2023

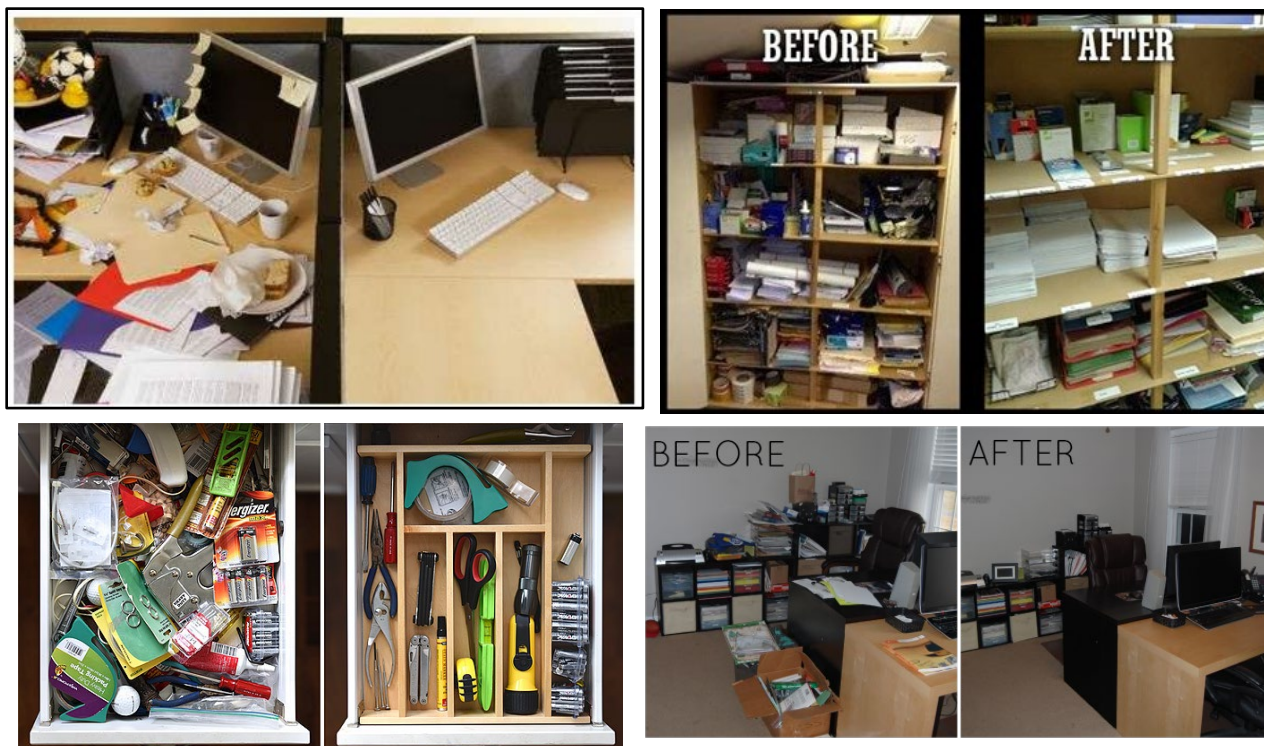
5S CONTEST

What is 5S?

5S is the name of a workplace organization method that uses a list of five Japanese words that translate roughly to sort, shine, store, standardize and sustain. It describes how to organize a workspace for efficiency and effectiveness by minimizing time wasted looking for stuff. The method works like this:

- Step 1. **Sort** –Remove everything from the area. Retain only the items that are needed. Reuse, recycle or shred (if appropriate) what is not retained.
- Step 2. **Store** - Return items to the area in logical places. A place for everything and everything in its place!
- Step 3. **Shine** - Clean the area and look for ways to keep it clean.
- Step 4. **Standardize** - Systemize the maintenance and of the first 3 S's. Label storage areas. Take a picture of the newly organized area and post it to show what the expectation is.
- Step 5. **Sustain** - Stick to the rules. No backsliding. Spread the rules to other areas of the workplace.

5S Examples



The Contest – Starts October 16th – Runs Through November 2nd

Work individually or in teams (max 6 people). Select an area, either at home or in the office, in need of 5S. Take a “before” photo. Apply the 5S method. Take an “after” photo. If you’d like, email us a photo of you or your group, too! Email all photos to Barbara Bryant, contest chair, at bbryant@gatewayscs.org on or before COB Thursday, November 2, 2023. First prize: A NH Bureau of Education & Training Workshop for one person, value not to exceed \$400. 2nd Prize: Kate McGovern’s latest book, “A Public Sector Journey to Operational Excellence.” 3rd Prize: \$25 Dunkin Donuts gift card. Judging to take place on November 3rd.