



## 5s Industrial cleaning checklist

5S is a cleaning method that helps a workplace get and stay organized. The key idea in 5S is that every item in the workplace should be useful and have a designated “home.”



### 1S Sort

De-clutter the workspace by determining which items are useful and which are unnecessary (or simply trash). Facilitate this process using colored tags.

#### 1.1 Red

**Discard:** Place a red tag on items that are unnecessary, expired, or otherwise need to be thrown out/recycled.

#### 1.2 Yellow

**Consider further:** Place a yellow tag\* on items when it's uncertain whether they should be kept or thrown out, or perhaps need maintenance.

#### 1.3 Green

**Keep:** Mark items that are in good condition and used frequently with a green tag.

\* By the end of the process, all yellow-tagged items should be moved to “red” or “green” status.

### 2S Set in order

Make it simple to find items through smart organization and general tidiness.

#### 2.1 Organize

Ensure every item has a designated storage place. The more frequently it's used, the closer to the workstation it should be.

#### 2.2 Tidy

Arrange items so they are easy to see and to pick up. Create visual order through tasks like straightening out cables.

#### 2.3 Label

Enhance both safety and neatness by applying labels to storage containers, switches, emergency exits, and so on.

**3S**

## Shine

Thoroughly clean the workplace. Use this opportunity to inspect the condition of machinery and equipment.

### 3.1 Surfaces

Wipe down countertops and furniture. Sweep and mop floors. Clean walls, windows and doors.

### 3.2 Equipment

Clean tools, machines and trolleys. Remove rust where necessary.

### 3.3 Repairs

While cleaning, look out for maintenance needs like dull blades and loose bolts.

**4S**

## Standardize

Establish standards for order, cleanliness and safety in the workplace.

### 4.1 Document

Document the proper processes involved in cleaning and maintenance.

### 4.2 Standardize

Translate these documents into the standard operational procedures for your workplace.

### 4.3 Agree

Obtain buy-in from management and staff about these standards and agree on how they will be maintained.

**5S**

## Sustain

Make sure these standards are maintained through routine check-ups and informed management.

### 5.1 Repeat

Rather than waiting for clutter build up again, incorporate 5S activities as part of daily work.

### 5.2 Schedule

Set a schedule for when 5S will be conducted and who will lead the process.

### 5.3 Agree

Train staff and management in the methods and importance of 5S so everyone can take part in maintaining a tidy facility.