**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**

<table>
<thead>
<tr>
<th>Work Process</th>
<th>Before</th>
<th>After</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic job BOG binder</td>
<td>210 ft.</td>
<td>114 ft.</td>
<td>-46%</td>
</tr>
<tr>
<td>Black/white copy w/binder</td>
<td>225 ft.</td>
<td>132 ft.</td>
<td>-41%</td>
</tr>
<tr>
<td>Name badges/table tents</td>
<td>63 ft.</td>
<td>69 ft.</td>
<td>+9%</td>
</tr>
<tr>
<td>Color copy w/Staples</td>
<td>114 ft.</td>
<td>117 ft.</td>
<td>+3%</td>
</tr>
</tbody>
</table>

- 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 spaced 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
![Old Office Setup](image1)

### After
![New Office Setup](image2)

### Information Board and Audits

#### 5S Audit Checklist

<table>
<thead>
<tr>
<th>Area</th>
<th>Task Area</th>
<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
<th>50</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Score</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>1. Sort</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>2. Set in Order</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>3. Shine</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>4. Standardize</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>5. Discipline</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
</tbody>
</table>

**Scoring Criteria**

- **1. Sort**
  - Items are clearly separated into categories.
  - Items are stored in an orderly manner.

- **2. Set in Order**
  - Work areas are arranged to promote efficiency.
  - Tools and materials are accessible and visible.

- **3. Shine**
  - Areas are regularly cleaned and maintained.
  - Equipment is well-maintained and polished.

- **4. Standardize**
  - Standard operating procedures are established and followed.
  - Work procedures are documented and communicated.

- **5. Discipline**
  - Employees are consistently following established procedures.
  - Continuous improvement is encouraged and rewarded.