	CITY GOVERNMENT OF BAGUIO	
	5S GOOD HOUSEKEEPING CHECKLIST	

****Inspection Team:**

Put a checkmark (✓) or an x mark (x) on the items being evaluated.

Area: Individual Workstation		
1. As the official station of the employees 2. Where employees work on their tasks		
Standards		
1. Office Desk		The name of staff are posted on the visible corner of the tables
		Tabletop contains: <ul style="list-style-type: none"> - Not exceeding two (2) file boxes - Calendar not exceeding the size of A3 bond paper - Not exceeding one (1) personal item such as a covered drinking container - Plant not exceeding eight (8) inches
		No footwear/s is seen under the table.
		At the end of the day, all active or pending files are placed neatly in file boxes or file trays. All office supplies, disinfecting solutions, and/or personal effects are placed inside the cabinets or drawers.
2. Office Chair		Chairs, when not in use, are tucked under the table.
		The chair contains only one (1) pillow not bigger than the size of a long envelope or none at all
		Observed that only one jacket or shawl is placed in the back seat during the day but is kept inside the personal drawer at the end of the day.
3. File Cabinet		File cabinets are properly labeled (only the bottom drawer are used for personal use). Mobile pedestals are used as personal cabinets.
		Nothing was seen on top of the file cabinet except for the office files/ records placed in a file box.
		File cabinets are free from dust.




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		At the end of the day, no food is kept inside the cabinets.
4. File		Files/ documents are neatly arranged and clearly labeled inside drawers/ cabinets.
		Current year documents are placed in a top-level drawer and previous year's documents are placed in the lower-level drawer.
		Files are vertically arranged.
		Heavy items are stored at lower levels/ layers.
		Document filing on the floor is due to a lack of cabinets for storage but files are kept inside a box or a container with cover.
5. Equipment		Multiple electrical connections are properly tied and firmly secured
		Desktop pictures and screensavers only display "official screensaver and/or wallpaper" which was provided by the Quality Workplace Team.
		Frequently used tools/ equipment was placed near the user.
		Equipment was turned off when not in use.
		No magnetic accessories are observed on the CPU case.
		Computers are free from dust.
6. Trash Bins		Trash bins are placed under each employee's table or at the assigned corner of the room.
		No leftover foods and watery trash are thrown in the bins. A separate containers with sealable covers labeled "for leftover foods and watery trash" are placed in the pantry or any designated area.
		Trash bins are kept not overflowing and emptied at the end of the day, the cut-off time is 4:00 PM. After which, the trash is collected by COLADA/ Utility Workers.

Area: Storage Room/ Storage Area

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Purpose:	1. For storage of office supplies, cleaning materials, and other equipment
Standards	
	Storage is closed properly at all times when not in use;
	All supplies and materials are neatly arranged and safely stored in clearly marked areas or shelves;
	A stock card/ inventory of supplies is kept by the Supply Officer or any accountable officer and is updated quarterly;
	Unnecessary equipment and materials are not found inside the storage room.

Area: Bulletin Board	
Purpose:	1. For information dissemination
Standards	
	One bulletin board for each department/ division is placed in the designated area of the department. Contains only official announcements and documents in compliance with the Ease of Doing Business Act.
	With clear and legible labels.
	Updated and neatly arranged by the responsible person.
	Free from dust and dirt at all times

Area: Telephone Answering	
Purpose:	1. For the professional image of the office
Standards	
	The telephone was answered courteously, and return calls promptly;
	The person answering the phone identifies oneself by saying e.g. "City Budget Office, Faye speaking. (Greetings!)";



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The caller is advised if the call will be transferred to another person or another department;

The person answering the phone takes note of the date/ time, name, and message of the caller if the person he/ she is looking for is not available to take the call.

Area: Common Area

Purpose:

1. Where clients wait to be served
2. Common area for employees

Standards

Waiting Area for the Client

The clean and organized waiting area

Client chairs are placed in proper locations and neatly arranged

Reading materials are allowed but are placed at a designated area

Suggestion box/ feedback/ comments from the client are made available

Equipment/ furniture not required in the waiting area are removed

File Cabinets

File cabinets are properly labeled and arranged

A list of files is posted on the cabinet

No personal items are placed inside the cabinet

No unnecessary items are seen on the top of the cabinets

Wall

Paintings and other decorations do not occupy more than 30% of the available wall

Free from dust and stains

For the departments that lack space for the installation of a bulletin board, only mission, and vision, organizational charts, citizen's charter, flow charts, and official signages are posted on the designated area of the wall



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Hallway		Clean and free from obstructions
		Visible directional signages are installed
Floor		Clean and dry
		Shiny and waxed appropriately
Pantry		Clean at all times
		Segregation of trash is properly observed. A container or leftover foods are provided.
Comfort Rooms		Clean at all times
		The flooring is dry at all times
		Garbage bins are emptied after every office hour by the officer in charge