

5S Workplace Organisation Visual Standard

Zone / Op: SS2 Office	SS2 Think Tanks
Originator: Jay Ellard	
Approved: jellard	Think Tank Standard
Date: 15/03/18	Reference: EMCUK-GE-VST-0011



Key check points:

- 1: All papers are collected in or disposed in correct bin.
- 2: All other rubbish placed in correct bins.
- 3: Wires on the desk are left tidy and visible.
- 4: Underneath the tables are clear and tidy.
- 5: All equipment is left undamaged.
- 6: Chairs are tucked in.
- 7: Projector or screen is turned off.
- 8: Whiteboard is clean
- 9: Lights are turned off.

"A place for everything and everything in its place"

Responsibility / Frequency of checks:

It is the responsibility of **YOU** to sustain this standard

An organised workplace is an efficient workplace!

Agreed standard for the workplace:

