

Using the 5S worksheet that follows, visualize your present living space (e.g., your dorm room, your apartment bedroom) and then do a 5S evaluation by filling in the worksheet.

Make sure to fill in every space.

5S worksheet for living space			
Category	Questions	Observations	Action and/or Benefits of Taking Action
SORT	Refers to issues that involve separating items that are in use from those that are not in use and thus in the way causing wasted effort and motion.		
	Clothes: What could be sorted into piles being used and not used?	Clothes on bed and floor	Put clothes away. Room is cleaner.
	Documents: What books/notes are in the room that won't be used in this semester?	Papers on game table	Figure out what I need. Recycle excess. File the rest.
	Machines and Equipment: Do I have any equipment, e.g., VCRs, computer parts that are broken or won't be used again?	No spare electronics	None
	Visual Controls: Do I have any visual controls or organizers that help distinguish what needs to be in a certain place? For example, what about a divided tray for pens, staples, etc. or for jewelry, etc.	Cubbies by bed, headboard cubbies, drawers. Organize based on item type.	Figure out the best spot for things and plan it out.
Straighten	Refers to putting the needed, sorted items into logical order, a place for everything located efficiently and labeled so that items can be easily found.		
	For the remaining clothes, how could they be straightened so that I would have less waste in finding items, or reducing ironing frequency, etc.?	No clothes will be left out.	None

Straighten	For the remaining books/documents, how could they be ordered so that I could reference material faster and easier?	No documents will be left out.	None
	For the remaining equipment (computers, cell phones, etc.), how could they be arranged to make fewer work steps?	No electronics will be left out.	None
	For the remaining items in the room, where and what kind of visual markers would keep the room straightened?	Bike stuff is organized on the bike rug.	None
Shine	Refers to keeping everything clean and hygienically sound allowing for the ability to pinpoint the cause and origin of dirt, etc.		
	Safety: Are there any safety problems resulting from bad electrical cords, oil or water leaks to floor?	No safety issues	None
	Machinery: Is the computer, refrigerator, fan, etc. that move air free from dirt and dust that reduces performance?	Free of dust	None
	Bacteria: Is equipment that is touched periodically cleaned to be free of germs?	Could wipe things more	Wipe things more
	Are clothes washed and hung up when a load of laundry is ready?	This has been discussed already	None

	Are the floors regularly washed/vacuumed to prevent excessive wear?	Robot vacuum does it automatically	None
Standardize	Helps establish consistent methods of operation by which “measurements of performance can be established” and helps maintain the efforts of sort, straighten, and shine.		
	What routine procedure would ensure clothes are hung after use?	Pay me a living wage so I can spend more time at home doing chores	Pay me a living wage so I can spend more time at home doing chores
	What weekly/procedure would ensure equipment is shined?	Pay me a living wage so I can spend more time at home doing chores	Pay me a living wage so I can spend more time at home doing chores
	What procedure would insure that old documents are purged regularly?	Pay me a living wage so I can spend more time at home doing chores	Pay me a living wage so I can spend more time at home doing chores
	What standard check sheet would insure that needed daily/weekly tasks are completed?	Pay me a living wage so I can spend more time at home doing chores	Pay me a living wage so I can spend more time at home doing chores
Sustain	Established methods for creating habits (and assigns responsibilities) and for establishing rewards for meeting standardized performance.		
	Are there any potential safety issues or problems that need to be inspected on a regular basis?	No	None
	What method might insure that the efforts are maintained? E.g., check sheets, GA audit?	Pay me a living wage so I can spend more time at home doing chores	Pay me a living wage so I can spend more time at home doing chores
	What rewards could be established for meeting the standards of performance?	Jesus fuck. I want to have a clean place to live but like I've said 10 times already, I don't have time because I'm working so much just to feed myself.	Pay me a living wage so I can spend more time at home doing chores