



## 5S LEAN Office Scorecard

**Work Area Assessed:**

**5S -- Sort Straighten Sweep & Shine Standardize Sustain**

#	Category	Scoring Criteria	Score (0-5)	Improvements Notes
1	Supplies, tools other Items in the Work Area	Only the bare essential inventories, equipment, tools, supplies & instructions – in prescribed quantities.		
2	Organization	Everything has a place – clearly marked with visual cues. Documents are revision controlled, and filed for quick finding. Equipment controls are clearly labeled.		
3	Neatness	Everything is neatly organized in its place. No disorganized piles. No overflowing in-baskets. Nothing blocking aisles or paths. Nothing stored “temporarily”.		
4	Cleanliness	Everything from floor to ceiling is clean. Free of dirt, dust, grime ... Everything is freshly painted.		
5	Measures Scorecards	Metrics: Measured Scorecards are visible or readily available, updated frequently, and are actually useful and used.		
6	Work instructions	Graphic, easy-to-understand work instructions are in plain sight, or easily accessed – and actually used.		
7	Safety	Safety, first aid, fire equipment, and emergency stops are well-marked, tested, and accessible. No hazards. Everything is used for its intended purpose. (No jury-rigging.) Safety info is clearly posted.		
8	Ergonomics	Good lighting, ventilation, temperature, seating, floor pads, work surface heights, etc.		
9	Equipment Maintenance	Preventative maintenance is scheduled and performed regularly. Processes are in place and used to fix problems immediately.		
10	Sustain 5S	Regular 5S inspections. Follow up on low scores with corrective action. 5S standards constantly upgraded.		
		<b>Total</b>		
		<b>Divide by 10 to get 5S Score</b>		

Comments:

# Worksheet

Process:

Purpose

What do I  
need to do  
my job?

Where  
should I  
locate this  
item?

How much  
of the item  
do I need?