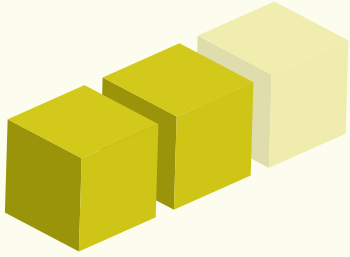


HOW TO ORGANIZE YOUR MAINTENANCE STOREROOM

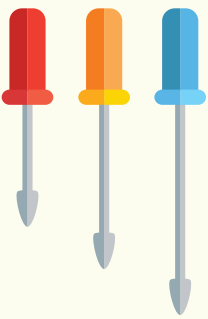
USING THE 5S METHODOLOGY

What is 5S? 5S is a system for creating organized and productive workspaces. Originally developed in Japan by the Toyota Motor Company, 5S is one of many tools used in lean manufacturing.



SORT | SEIRI

Get rid of unnecessary items and ensure every item in the storeroom is tied to operating assets.



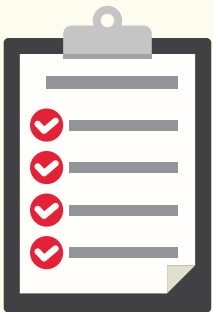
STRAIGHTEN | SEITON

Arrange parts and tools in a logical way so they can be found quickly and easily.



SHINE | SEISO

Keep the storeroom clean and well maintained. Examine the condition of parts and equipment.



STANDARDIZE | SEIKETSU

Develop and implement standard operating procedures to make 5S activities routine.



SUSTAIN | SHITSUKE

Form long-lasting habits, continuously improve, and make 5S part of the company culture.