

## Getting Started

- Determine area/unit to be leaned and number of rooms.
- Identify Team members - include those who actually perform work in the area.
- Schedule pre-planning meeting with Team (Introduce 6S system, the 8 Forms of Waste, identify facilitator, visit area/section to be Leaned and discuss goals. Take photos.)
- Gather cleaning supplies/materials the day before the Event.



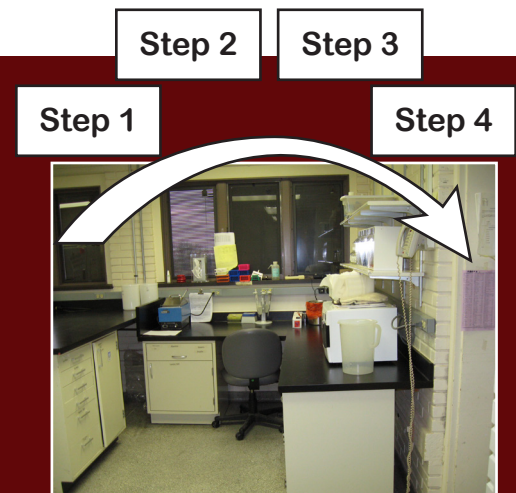
## Sort

- Remove all items from drawers, cabinets, benches, file cabinets.
- Apply the “finger-dust test”.
- Identify if the item should be retained, recycled/disposed, or given to someone else (surplus). Is the item an essential part of a process?
- Tag item and remove to cart/bin.
- Record items on Log Sheet.



## Simplify

- Arrange process flow steps to reduce materials and people (hand, feet) movement.
- Store commonly used supplies within easy reach.
- Store similar supplies near each other and combine like supplies.
- Remove unneeded cabinet doors.
- Modify shelves that can roll out, if possible.
- Create L-R (or R-L) flow cells. Reduce traffic flow.



## Sweep

- Clean inside/outside of all cabinets, drawers, and shelves.
- Clean countertops, desktops, and bench tops.
- Wipe down phone, fax, copier, and other equipment.
- Clean windows and sills.
- Pull back chairs, push aside tables and desks.
- Sweep and mop floors.
- Establish and post a cleaning/inspection schedule.



## Standardize

- Create a Visual Workplace—What You See is What You Get
- Label all drawers, cabinets, and shelves.
- Label and tape-outline Items stored on counters, desks, or benches.
- Tape-outline permanent location for recycle and trash bins.
- Tape-outline areas for traffic flow and flow cells.
- Post maintenance logs next to the equipment.
- Maximize use of walls. Use In/Out trays, document bins
- Write-up and post new methods and processes.
- Train staff!



## Safety

- Ensure walkways and doors are free of clutter.
- Remove heavy items and large boxes from upper shelves. Use ladders and step stools appropriately.
- Repair or replace damaged shelving and table corners.
- Ensure fire extinguishers, spill kits, and other essential safety devices are free from clutter and easy to reach.
- Post maps for fire exits and tornado shelters.

## Sustain

- Take photos after Event. Post on a bulletin board or a common area.
- Celebrate and communicate your success with others.
- Perform routine inspections.
- Continue to improve. Look for opportunities to make your new methods/processes even better.

### Cleaning Supplies

Broom & dust pan  
Dust broom  
Mop, bucket, and detergent  
Countertop cleaner  
Paper towels  
Carts or boxes for retained and surplus items  
Boxes for metal, glass recycled items  
Paper recycle bin, paper shred bin  
Trash bin on wheels/cart for disposed items (Recycle as much as possible.)

### The 8 Forms of Waste

1. Mistakes/Reworks
2. Excess Inventory (includes material, time and information)
3. Transporting (Unnecessary Transport of Materials)
4. Motion (Unnecessary Movement of People)
5. Waiting
6. Processing (Excess Process Steps)
7. Overproducing (Services/Goods do not meet the Needs of the Customer)
8. Failure to Utilize the Time and/or Staff Talents

### 6S Supplies

Color-coded tags pre-numbered  
Tag log sheets with clipboard  
Markers, color tape  
Label maker and label tape  
Camera

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Lean Tools: [www.uhl.uiowa.edu](http://www.uhl.uiowa.edu)