

Lean Activity K-5: 5S

Industrial Engineers are known for organization. When we make improvements, it is important to remember the 5S's and do them all the time. That way you will make sure that your improvements do not turn back into problems.

Let's review the 5S's:

1. Sort
2. Set in Order
3. Shine
4. Standardize
5. Sustain

Activity 1: Help John clean his room using 5S!

John has never heard of 5S before, and his bedroom is really messy. He cannot find any of his toys and needs some help cleaning it up. Can you identify all of the things that are out of place using 5S?

- Circle all of the things that need to be sorted in **BLUE**.
- Put a box around all of the things that need to be set in order in **RED**.
- Color in all of the things that need to be cleaned or shined in **YELLOW**.
- Organize all of John's toys into bins to Standardize.
 - Bin 1: Books - Color them **Green**
 - Bin 2: Toys - Color them **Purple**
 - Bin 3: Markers - Color them **Orange**

- Now that all of John's things are clean and organized make a list of where everything is so John can remember and sustain his clean bedroom!



Activity 2: 5S Your Bedroom!

Congratulations on helping John clean his bedroom! You are on your way to making a great Industrial Engineer! Do you think you could use 5S to clean up your bedroom? Let's use 5S to make some improvements and make your room clean and KEEP your room clean!

- Sort
 - What things in your room need to be sorted and organized?
 - Take some time to put all of your things into piles on your floor.
- Set in Order
 - Are any toys or books out of place or not upright?
 - Straighten them out and make sure they are upright.
- Shine
 - Do you have anything that needs cleaning or dusting?
 - Put dirty clothes in the laundry and clean all surfaces with a washcloth.
- Standardize
 - Where do all of your things go?
 - Create bins or areas where you keep similar toys.
 - Example: All books go on the bookshelf, all stuffed animals go on the shelf.
- Sustain
 - How do you know where all of your things are?
 - Make an Answer Key! (This is the secret to ALWAYS having a clean room!)
 - Make 2 columns Label the left column **My Toys** and label the right column **Location**.

- Write down all of your toys and things and the location where you put them so you can always remember and will never have a messy room again!

What we Learned:

5S can be applied to any process, even everyday activities in your own home! By making these improvements we are able to see lean at work, making our lives both easier and better.