

## Lean Gahanna Project Status Report

**Project:** 5S the common office space in Court

**Department:** Court

### Problem Statement

Two common areas of court were unorganized and overflowing with a surplus of office supplies and outdated reference materials. This cluttered area collected excess dust, created visual stress and slowed down the process of finding up-to-date reference materials.

#### BEFORE



#### AFTER



### Steps Taken/Tools Used

Employees were given Post-it notes to attach to items that they believed didn't get used often enough to warrant a place in the common work area. We left the notes on the items for 4 weeks. If someone used that item, they wrote the date and their initials on the note. At the end of the time period, items that had not been used were removed and items that were infrequently needed were moved to more appropriate locations. (We found a Zip Code Finder from 1994☺ )

The remaining items were cleaned and organized.

### Accomplishments

- It was found that the internet was often being used to locate information, thereby eliminating the need for many reference guides.
- Reduced the number of duplicate office supplies making it easier to keep the surface clean.
- Reduced clutter and created a visually appealing and organized communal space.