

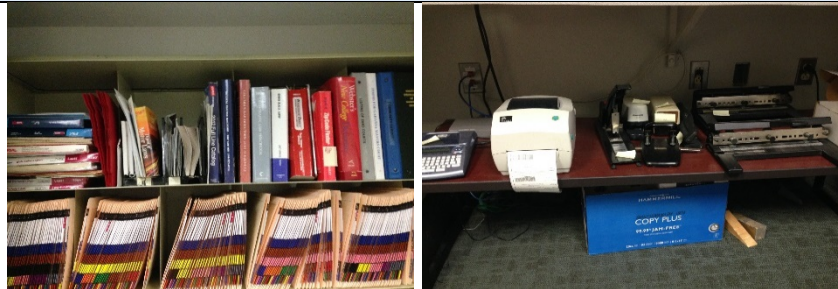


<i>Title</i>	<i>5S Common Areas in Court</i>		
Lead:	Amanda Parker	Date:	
Department:	Mayor's Court	Status:	Complete

Background/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Two common areas of court were unorganized and overflowing with a surplus of office supplies and outdated reference materials.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.

Current Condition



Analysis

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.

Solution/Implementation Plan

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.

It was found that the internet was often being used to locate information, thereby eliminating the need for many reference guides.

Results

- 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.



Follow Up

Routine re-checks and upkeep will be required to ensure that clutter does not reappear.