

To continually examine our processes to provide greater value to our customers without waste.

# The Lean Line

## 5S this Spring



- The Lean tool of 5S =
1. Sort
  2. Straighten
  3. Sweep
  4. Standardize
  5. Sustain

Most people think about cleaning and visually sweeping their work area when thinking about the 3<sup>rd</sup> S called "Sweep". Others will recall part of the 3<sup>rd</sup> S is to "prevent things from getting dirty".



One of our Service HVAC Technicians did just that when he made a pan to collect water & debris from the chiller bundle that is being cleaned at Schlitz Park. A hose is attached to the pan to safely direct the waste away from the work area. In the past, all the water & sludge from inside the chillers would be on the floor causing a mess to clean up and creating a safety hazard. This pan, shown in the picture at left, was an easy solution to a messy problem.

Spring is a natural time of year for people to get in the mood for "spring cleaning". As outside temperatures become more comfortable, take a few minutes to clean & organize your work area whether it is an office cubicle, vehicle, shop, or job site.

To prevent recurrences, About.com suggests for each messy problem in a work area, figure out why the disorganization and mess is happening. You can write down the problems to help get your thoughts organized and then analyze why they are occurring. Be honest about the root cause of the problems. There may even be more than one reason why an area is continually unorganized.

Now comes the fun part. Find ways to fix the problems. Think about habits, behaviors, and tools that can make those messes disappear.

- Do you need some sort of a tool for organization to help your problem?
- Is the problem a habit that just needs to be enforced and practiced?
- Is it a combination of containers or tools and habits that need to be changed?

Many of the problems you will encounter will require organizational tools and behavioral changes. Keep in mind that the best organizing system of shelves or carts, hooks or tool boxes, electronic or paper files, and labels does no good if it isn't sustained (the 5<sup>th</sup> S). Make sustaining become your new habit.

If you've applied a better way to keep yourself organized and more efficient on a regular basis or want to bounce an idea off someone to see if it will work before implementing, please share it with a Lean Steering Committee member. We'd like to pass along your inspiration to others in the company who may benefit from similar ideas.

Have fun getting clean and organized and enjoy this spring season!

