Facilities P Drive
5S Project
Facilities Management
Spring 2011
5S Methodology

- **SORT**
  Divide items in the workplace into 3 categories: retain, return and rid.

- **STANDARDIZE**
  Maintain and make the “sort,” “Set in order,” and “Shine” habitual. 5S becomes a part of the regular work routine.

- **SUSTAIN**
  Ongoing application of knowledge, skills, and abilities gained from the 5S process in order to improve organizational wide effectiveness.

- **SET IN ORDER**
  Find a place for everything and put everything in its place. Organizing, arranging and storing material, equipment and information.

- **SHINE**
  Cleaning the workplace and maintaining its appearance daily. Try establishing preventative measures to produce ongoing cleanliness.

Two Phases
1. Get rid of all the Junk!
2. Create a system so there is a place for everything and everything is in its place.

5S is a Lean tool used to eliminate waste, organize a workplace and create a system to sustain improvements made.
Facilities 5S Project Team

Wendy Davis - Facilitator
Mike Needham – Team Member
Pat Muller – Team Member
Sue Sergey – Team Member

A special thank you to all Facilities Personnel who helped clean and sort through files and participated in time tests!
Issues – Need for 5S

• Folders and documents had misleading names
• Excess time spent searching for files
• User frustration *%$#@%
• Lots of OLD, unneeded files
• Personal files stored on the drive
• Files and folders with employee names
• New staff coming on board – how will they know where to begin if we don’t!?!?

5S was called to rescue!
Previous Root Folders

- Sustainable Group Meetings
- Building Mechanics
- CB-Bids
- Building Projects – Proposed
- Censtor-mtr pool
- Chucks projects
- Diane (operations)
- Digital-photos
- Drawings
- Ese
- Gregg
- Grounds
- Irfanview
- Jazz
- Jim Schultz
- Jim Heikkinen
- Test
- Parking Task Forde
- Power Point Presentations
- Recycle
- Rovano
- Safety Sheets
- Secretaries handbook
- Speclink
- Secretary
- Speclink+
- Sprdshts
- Sue
- Temp
- Scanned Books
- Maintenance
- Sustainability
- SHOP_LABELS
Some root folders had over 1,000 sub-folders!

Some had not been cleaned out for 15+ years!
Time Test: Pre-5S

6 Search and Find Files:

1. Find the latest State of Michigan monthly report for the GLRC.
2. Find the OSHS Payroll Vacation/Sick List.
3. Find the Grounds and Gardens Photos.
4. Find the Design Scope for the Admin Remodel.
5. Find the Meeting Minutes from the most recent monthly meeting.
6. Find the electronic copy of this document.

Results:

In Minutes and Seconds

- Personnel 1: 6.10
- Personnel 2: 5.43
- Personnel 3: 4.21
- Personnel 4: 4.43
- Total: 20.57
5S work begins

• SORT
  – Purge unneeded files
  – Move files around
  – Team becomes familiar with the current state
  – Individual employees instructed to “Sort” through folders they manage

• SET IN ORDER
  – A place for everything
  – New root folders are established by the team
Here are the New Root Folders

- Administration
- Building Files
- Custodial
- Dept. Software
- Drawings
- Engineering
- Fleet Services
- Grounds
- Maintenance
- Sustainability
- Temp

From 33 to 11!
The number of root folders was reduced by 64%
5S work continues

• **SET IN ORDER and SHINE**
  – Employees put the new root folders to the test
  – Moving files, cleaning files
  – Minor changes made to finalize the new root folders

• **STANDARDIZE**
  – Root folder descriptions created
  – Pat works individually with staff to train on proper filing and naming guidelines
Root Folder Descriptions

- Administration – Department business files such as payroll, purchasing, budgets, staff meetings, etc.
- Building Files – Construction and renovation information and photos for all campus buildings.
- Custodial – Facility custodial documentation for entire campus.
- Dept. Software - Engineering and other shared application software.
- Drawings - AutoCAD floor plans for all campus buildings.
- Engineering - Planning and documentation for new construction before a building # is assigned (once a building # is assigned, further documents are stored in Building Files Folder). Campus wide building information pertaining to areas such as roofs, elevators, sprinklers, etc. also stored in this folder.
- Fleet Services - Rental vehicle information and van training instructions.
- Grounds - Campus grounds and site utility information.
- Maintenance - Facility maintenance documentation for entire campus.
- Sustainability - Campus wide sustainability efforts and groups.
- Temp - A place to temporarily store files. (Delete when finished with them.)
Time Test: Post 5S

Results:

In Minutes and Seconds
- Personnel 1: 2.11
- Personnel 2: 2.29
- Personnel 3: 2.54
- Personnel 4: 2.41
- Total: 10.15

51% Faster!!
And last but not least… SUSTAIN

**New staff/students**
- Go over Root Folder Descriptions
- Tour of P Drive

**Quarterly/Annual**
- Quarterly reminder by email (Sue)
- Drive will be monitored by Pat
- Annual Clean-up administered by the team, September – December each year
Questions?