

# 5S Preparation

## **Assemble and organize supplies in the area:**

- Clipboards w/pen or pencils for all members of team
  - One copy of Safety Audit sheet on top of each clipboard
  - Two copies of 5S Audit sheets on each clipboard
- Industrial or sidewalk chalk – 1" wide
- Box of Sharpie fine point permanent markers
- Pad of 3x3 stickies, any color
- Blank paper, any size (recycled from copier is fine!)
- Duct tape – different colors
- Masking tape
- Scissors
- Box cutters
- Large trash cans
- Brooms and dustpans
- Whiskbroom for shelves/small stuff
- Dust Masks
- Gloves - to fit the type of cleaning that may be needed
- Cleaning supplies: Windex, 409, degreasers, etc.
- Paper Towels and Rags
- Red flagging tape
- Camera for before-during-and-after pictures

## **Equipment to have ready:**

- Dumpster
- Forklift and/or pallet jack
- Vehicles with trailer, dollies, etc. for moving large items