

Memorandum



To: Meghan Altier, LeanOhio Boot Camp Trainer
Julie Trackler, DAS LeanOhio Liaison

From: Shelia Smith, Participant
LeanOhio Boot Camp – June 2015

Date: July 2, 2015

Re: CAMO Belt Project Report Out: **5S Improvement Project**
Office of Legal Services Supply Room

As you know, I attended the June 22, 2015 to June 26, 2015, LeanOhio Boot Camp Training Session. A goal given to participants was to apply tools from the training in their daily work (and home life) to enhance overall productivity. Below is dialogue on how the 5S tool (and TIM U. WOOD) was applied to transform and organize the Office of Legal Services Supply Room.

First, an assessment of the present state of the supply room was done.

Old State:



A survey was given to the Office of Legal Services staff to define how useful the room was, how many minutes it took to search for supplies and were they satisfied with the way it was. The staff felt the use of the room was “somewhat useful” or felt it was “challenging, but doable” to work in. The majority voted it only too 1 to 3 minutes to search for supplies and was satisfied with their experience in the room.

Using some of the definitions in TIM U. WOOD, various problems were revealed:

1. **Inventory:** There was too many supplies (file folders, tabs, pens, envelopes). So much, in fact, that some supplies would not run out for the next 10 to 15 years. There was also inventory which was outdated or no longer used in today's workplace (i.e., typewriter paper).



2. **Transportation/Motion:** There was no clear definition in the room as to where the trash/recycle containers were located. The room did not promote options for recycling efforts. Plus, the distance between the copier and nearest workspace was too large and posed challenges when working on large copy projects.

3. **Waiting:** Due to the unorganized set-up, it was unclear as to what supplies were in stock; possible delays incurred while waiting on more supplies to be ordered.

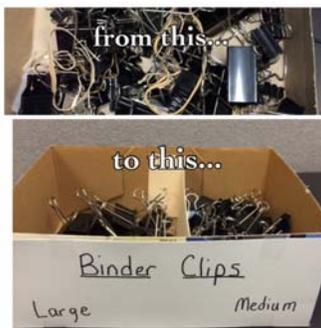


After making assessments on the old state of the supply room, the next step was to apply the 5S tool. For clarification, each component of 5S was addressed:

Sort and Set in Order: A microwave and coffee machine was removed. A small container was placed close to the copier to encourage employees to recycle unwanted paper and not place them in the trash bin. The trash bin was placed close to the supply room entrance.



Many supplies were sorted and labeled for easy access.



Shine: Place cards were created for supplies used the most. This will help employees get into the practice of maintaining a clean workspace while working on copy projects. Also, for ease, the copier was moved closer to the workspace station.



Standardize and Sustain: As stated before, office supplies were labeled for identification. Common practice would be to provide labels for ALL supplies. Also, an audit checklist will be utilized to routinely assess the current state of inventory.

