

5S SUSTAIN | 5S CALENDAR 2017

KAIZEN PROMOTION OFFICE
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RESOURCES: ☎ [EVS 310.222.3359](tel:310.222.3359) | [FACILITIES MANAGEMENT 310.222.3301](tel:310.222.3301)
SUPPLY CHAIN & WAREHOUSE | --see "Missing Supplies" sign



5S is a structured means to better organize the workplace to ensure needed supplies are conveniently located and available without fail.
Sort ♦ Set in Order ♦ Shine ♦ Standardize ♦ Sustain
• Our Patients • Our People • Quality & Safety • Our Resources •

5S SCORES SCHEDULE:			5S FREQUENTLY ASKED QUESTIONS:	
	5Min-5S Scores	Due by End of Shift	Label Needed (for a new item or ruined label)	Please use a JUST IN TIME FORM & submit form to KPO (1L2) or email to harborlean@dhs.lacounty.gov
	Nurse Manager Score Cards Deadline	Due by End of the Week	Missing 5S Supplies (such as markers, Velcro, documents)	Please e-Mail harborlean@dhs.lacounty.gov
	Nurse Manager Quality Board Deadline	Due by End of the Week	Ruined Parking Lots	Please see <i>Standardized Work</i> for ruined parking lots
	KPO Scheduled Audits <i>**may vary due to Holidays/Harbor Calendar</i>		5Min-5S not being completed	Please use 5S checks <i>magnets</i> to assign staff
H	Holidays**		Need to increase/decrease supplies	Please use the <i>PAR Level Adjustment Sheet*</i>

**PAR Level Adjustment sheets available in supply rooms.*

JANUARY 2017							FEBRUARY							MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1		1	2	3	4	5	6						1	2	3	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30				
																					30																						
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5							1	2	1	2	3	4	5	6	7				1	2	3	4							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		
30	31																																		31								