

# 5S Audit Checklist for Office Spaces

Category	Audit Item	Yes	No	Comments
Sort (Seiri)	Unnecessary items are removed from desks and common areas			
	Obsolete documents and files are discarded			
	Personal belongings are kept to a minimum			
Set in Order (Seiton)	Workstations are organized and items are labeled			
	Files and supplies have designated locations			
	Cables and equipment are neatly arranged			
Shine (Seiso)	Desks, floors, and equipment are clean			
	Shared areas (meeting rooms, pantry) are tidy			
	Trash is regularly emptied			
Standardize (Seiketsu)	Visual guides (labels, signs) are in place			
	Workflows and procedures are consistently followed			
	Checklists and schedules are visible			
Sustain (Shitsuke)	Team members are trained and aware of 5S practices			
	5S standards are reviewed regularly			
	Continuous improvement opportunities are noted			