

# 5S Audit Checklist for School Classrooms

Date:

Auditor:

Classroom:

Teacher:

## Sort (Seiri)

Criteria	Yes	No	Comments
Unneeded items removed from desks and storage			
Materials and supplies sorted by necessity			
Cabinets and shelves free of obsolete materials			

## Set in Order (Seiton)

Criteria	Yes	No	Comments
Learning materials labeled and organized			
Desks and chairs arranged systematically			
Paths and exits accessible and clear			

## Shine (Seiso)

Criteria	Yes	No	Comments
Floors, desks, and surfaces clean			
Fixtures and equipment dust-free			
Cleaning responsibilities assigned			

## Standardize (Seiketsu)

Criteria	Yes	No	Comments
Clear procedures for sorting, organizing, cleaning			
Schedules established and displayed			
Visual management in place (signs, labels)			

## Sustain (Shitsuke)

Criteria	Yes	No	Comments
Classroom rules consistently followed			
All staff and students aware of 5S practices			

Regular audits conducted and documented			
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**Overall Comments**

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