

The Standard of 5 S Walailak University, fiscal year 2022

(Updated on 28th April 2022)

1. The Standard of 5S: Board of 5S Organizational Structure
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1. The Standard of 5 S System: Board for Organization

No.	Details	Yes/No	Comments
1	Have labels/website to indicate the 5S system.		
2	Have a 5S committee's chart with photos.		
3	Have information about the person in charge of each area.		
4	Set quantitative goals that can be measured such as the satisfaction score or percentage of operation or others		
5	Have an organizational target of doing 5S system.		
6	Have information of 5S standard.		
7	Have a picture, information and activity of both before and after the 5S system plan.		
8	Have Self Audit score and comment from the committee in the previous inspection		

2. The Standard of Labels

No.	Details	Yes/No	Comments
1	Have labels of the status of the object/activity which are in process e.g. waiting for fixing, waiting for dispense, defective, push, pull etc. Have labels for safety/warning in the areas that are not safe or in risk e.g. wet floor, under construction, exit, etc.		
2	The labels in item 1 must be in symbols or words. If they are in words, it must be in Thai and English		
3	Details of the labels are according to the standard		

3. The Standard for Work Desks and Counters

No.	Details	Yes/No	Comments
1	<p>Name Tag: Have a name tag for each officer/lecturer which has to have a name, position, phone no (075 67XXXX), picture or name of the section (if applicable). The labels have to be in a clear position to see and the template and size have to be the same as others in the organization.</p>		
2	<p>Personal Belonging: The space for personal belongings must not be over 1/3 of the working desk. The drawer or the cupboard has to be labelled “Personal Belongings” using the same template.</p> <p>In case that a desk cannot be stored more than 1 drawer and if the desk or counter doesn't have drawers, you can provide a cabinet for storing not more than 1 cabinet.</p>		
3	<p>Office Supply: in the case the drawer contains office supplies, it has to be labelled “Office Supplies”. The quantity of office supplies have to be related to the frequency of use and have to be placed tidily and in a good condition. Each staff’s table should not have more than 2 trays.</p>		
4	<p>Storing Tools Under Desk: There should be a box for putting the tools in, not over 1 box. You can keep maximum of 1 pair of shoes with label in the office.</p>		
5	<p>Overall: the desk, the chair, and the counter have to be tidy.</p>		
6	<p>Create a diagram showing layout of your working desk and keep it in the file folder or attach to any areas. This is not necessary to attach to every desk. This is for</p>		

	making the same format to manage all working desks in the School.		
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4. The Standard for Cupboards

No.	Details	Yes/No	Comments
1	<p>Create a diagram of the cupboard and have the name of the person who is in charge and code of each cupboard</p> <ul style="list-style-type: none"> - Make an order from left to right, up to down - Do not attach the labels, the name of the person who is in charge, or identify the things at the cupboard, inside the cupboard, and shelves. 		
2	The cupboard has to have labels of the category of the document which is stored inside.		
3	Arrange the documents/manuals/books/report to be tidy.		
4	Clean the cupboard. In the case that there is a document/belonging on top of the cupboard, arrange it to be tidy and safe.		
5	No personal belonging in cupboard.		
6	Look clean and tidy		
7	No personal belongings		
8	In case committee call for documents/manuals/books/report in cupboard you have to find it in 30 seconds.		

5. The Standard for Document Folders

No.	Details	Yes/No	Comments
1	The folder's spine has to have the Walailak University's logo, organization name and the category of the document. It has to use the same font and size.		
2	Have a list to display each document folder place, in the proper area and easy to see. In the case of a label showing the document file in QR Code format, it is installed in a clear location for clearly to see		
3	Arrange the folder in the cabinet/cupboard to be in a proper position.		

6. The Standard for Computers

No.	Details	Yes/No	Comments
1	Have a barcode in the back of the screen monitor and on top of the CPU.		
2	The computer and the cable have to be in a good condition and ready to use. In case you have more than one monitor		
3	Do not put equipment that is not related to the computer in the computer area (in the case that a base support is required for the safety of work you have to use a base that can support the weight of the screen monitor).		
4	Do not attach sticky notes, stickers or other messages to the computer.		
5	Arrange the cable and the supplement cable to be tidy e.g. use cable ties or Spiral Cable Wrap. In the case that the cables are on the floor, use the tape which is a similar colour to the floor to attach the cable to the floor.		

6	Must attached the label of each type of wires to be convenient for maintenance.		
7	The computer and the cable have to be clean.		
8	Do not place the computer under air condition, near water and near material with high humidity.		

7. The Standard for Office Supplies (Telephone/FAX/Printer/The Copy Machine)

No.	Details	Yes/No	Comments
1	Have a no. of the telephone		
2	Have a no. of FAX machine and have a label to show the person in charge		
3	Have a no. for contacting other outside organizations when necessary.		
4	Have a no. of a technician/have name of organization and person who in charge at the Printer		
5	Have a no. of a technician/have name of organization and person who in charge at the copy-machine		
6	Ensure the machines are in good condition and clean.		
7	Ensure the cables are not defective or untidy.		
8	Have a paper and boxes of paper to be ready to use and arrange it to be tidy.		
9	Put the machine in the proper place, easy to use, convenient and safe e.g. the copy machine should be outside of the office, etc.,.		
10	Overall area should be clean and tidy.		
11	Have diagram, photo, or symbol attached where it's easy to be seen or keep it in the file folder		
12	The committee will randomly ask the personnel to find or keep the equipment to evaluate		

8. The Standard of the Meeting Room

No.	Details	Yes/No	Comments
1	Have a meeting room sign attached in a clear position.		
2	The equipment in the meeting room and the media equipment have to be in good condition and always ready to use.		
3	The electricity has to be installed tidily and safely.		
4	There should be a clock installed in a proper place and easy to see.		
5	The meeting table and chairs have to be arranged tidily.		
6	Attach the labels on each meeting chair.		
7	Have a plan of the meeting room arrangement and attach it in a proper place that is easy to see.		
8	Have a list of the equipment and durable articles of the meeting room attached in a clear position.		
9	Have the name of the person in charge of the meeting room and specify the internal no. of the technical maintenance team.		

9. The Standard for the Guest Reception Room/Reception Corner

No.	Details	Yes/No	Comments
1	Arrange the equipment or tool in a proper position and keep them tidy.		
2	The area has to be clean, no stains, and not dirty or defective.		
3	Specify the person in charge/care taker of the reception room/reception corner.		

10. The Standard for the Electricity Switch

No.	Details	Yes/No	Comments
1	Have a plan to show the position of the electricity switches in the office and place it in an appropriate place.		
2	The electricity switches have to be in a good condition and safe.		

11. The Standard for Space in the Storage Office

No.	Details	Yes/No	Comments
1	Have a “storage position place plan” in the storage room so that it will be easy to sort things out.		
2	Have clearly categorized labels of the equipment and name of the person in charge.		
3	Arrange the tools or equipment to be in the same category.		
4	Do not store tools or equipment that are not related to work.		
5	Have a stock card with a report to specify the time/amount of storage of each tool/equipment of each category. After receiving a material or tool, store it in the same category as the labels on the shelf.		
6	If there is a cabinet, use the same logic with the cupboard/cabinet in the office.		
7	Documents which are stored for over 1 year, which are necessary have to be arranged and specify the person in charge of the document.		

8	The area has to be clean, no stains, no garbage, and no dust or spider webs.		
9	There should be a space to work in the area for collecting and moving the materials.		

12. The Standard for the Kitchen Room/Space for Preparing Food

No.	Details	Yes/No	Comments
1	Have a name of the person in charge, cleaner, caretaker and attach it in a clear position.		
2	The table, the preparation counter and the chair have to be tidy. Pantry Room should have lay out with the label.		
3	The shelf for placing the plate, bowl, glass or other equipment in the kitchen have to be clean and tidy.		
4	The garbage bin for wasted food has to have a cover/lid and have labels.		
5	The electrical machine and cables have to be in good condition.		
6	The overall area has to be clean, no wasted food should be left in the area.		

13. The Standard for the Electricity/Air Conditioner/Network Room

No.	Details	Yes/No	Comments
1	Have labels containing contact information of person in charge in the organization, the Digital Technology Center, Division of Land and Buildings and Center service.		
2	Electricity/air conditioner/network room should be clean and tidy.		

14. The Standard for Fire Extinguisher Maintenance

No.	Details	Yes/No	Comments
1	Have labels on the fire extinguishers and the person in charge's information.		
2	Do not have obstacles in reach of the fire extinguisher, within a range of 50 cm.		
3	Have an emergency phone number to contact when a fire has started. (075-673-392 / 3392)		

15. The Standard of the water dispenser

No.	Details	Yes/No	Comments
1	Have a label for the water dispenser and the person in charge's information. (075 67xxx)		
2	The water dispenser has to have a wastewater bucket or a water drainage that is in good condition.		
3	Have garbage bin with cover near water dispenser		In the case of not using a paper cone.

			There may not be a trash can for the water dispenser.
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16. The Standard of the bin

No.	Details	Yes/No	Comments
1	The garbage bin in the office has to be a small size bin and only dry waste can be put in the bin.		
2	The garbage bin in the office has to be placed in a proper place which is convenient to use and does not obstruct the walk way.		
3	Indicates the placement position of garbage bin.		
4	It's unnecessary to have the bin at every desk. It can be placed in some zone (without sticking on the floor because it interferes with the maintenance of the area in daily)		

17. The Standard of the area around the building

No.	Details	Yes/No	Comments
1	Areas around the building have to be clean, tidy, no trash, and no dangerous equipment		
2	Areas around parking lots have to be clean, safety, and identify no parking areas (If any)		
3	Identify how you can tell the amount of the personnel when there is an emergency such as conflagration		
4	Identify how you can manage the parking lots		