



## 5S Standard – Lecturer Offices

มาตรฐาน	Have	Don't have	Noted
<p>1. Name tag</p> <p>Every lecturer must have a name tag which has the same template as a school</p>			
<b>Office desk</b>			
<p>2. Personal Belongings</p> <p><input type="checkbox"/> The personal belongings must not be more than 1/3 of the space on the desk-</p> <p><input type="checkbox"/> The personal belongings must not be more than 1/3 of the space of the whole area</p> <p>(All documents which handed from the students are considered as teaching material not personal belongings)</p>			Do not include the office stuff where the personal belongings are and do not include the personal belongings with the office stuff as well.
<p>3. Office stuff</p> <p>There shall be labels for drawers that store office equipment. With office equipment storage in an orderly proportion and not mixed with personal items</p>			
<p>4. No inventory under working desk</p> <p>Tools / equipment boxes / document boxes under working desks</p>			
<p>5. In general, the work table is clean and tidy.</p>			
<b>Document storage</b>			
<p>6. There is a label showing the type of document in the cabinet and the document inside the folder has to be related to the name of the folder</p>			

7. Documents / manuals / books / reports have to be categorized and organized orderly			
8. The file cabinet is clean and tidy. In the case that an item is placed on the cabinet, it should be organized in an orderly manner. It has to be safe and orderly, and items that can			
9. The file format must have the logo of Walailak University. Also, the name of the department and the file name.			

**Computer**

<p>10. There is a barcode showing the back of the computer monitor, the top of the CASE, and the top of the UPS.</p>			<p>- Under the CASE there is a rubber base So it can be placed directly on the floor          -Case can be placed vertically or horizontally as appropriate for the area Can be placed on the table or on the floor          - If lying on the floor, must have a support base To prevent</p>
<p>11. The computer and peripherals must be in good condition</p>			
<p>12. There is no unrelated equipment placed around the computer and peripherals.</p>			
<p>13. Do not attach sticky notes / stickers on the computer</p>			
<p align="center"><b>Standard</b></p>	<p align="center"><b>Have</b></p>	<p align="center">Don't have</p>	<p align="center"><b>Noted</b></p>

14. Storing cables and peripherals have to be orderly, such as using a belt or keel for the electrical wires that are on the floor, they may use adhesive tape to attach to the floor so the tape has the same color as the floor color.			
15. Clean, no dust and dirt			เป็นการประเมินด้วย
16. Do not place the computer in an area under the air conditioner or near water or high humidity devices.			
<b>Telephone</b>			
17. There is a tag showing the number of the phone. The phone has to be clean and in a working condition.			
18. Place the phone in an appropriate position, safe, and easy to be used			
<b>Air Conditioner</b>			
19. The air conditioner is in a working condition.			In case of damage, make a label indicating damage and the date to fix
20. There is a sign indicating maintenance, with an air conditioner cleaning for 4 months / times.			
21. There is a sign to reduce the use of air conditioners / energy saving			
22. Have a technician's name tag who is in charge of this case			
<b>Bin</b>			
23. A small bin with a garbage bag inside and can be out only trash dry trash			
24. Do not put the bin in front of the room in order to protect the animals from ferreting the trash. Place the bin in the room and place it in a proper place			

25. Indicate the location of the bin (Without being attached to the floor Due to hindering the maintenance of the area in daily operations)			
<b>Total score (20 points)</b>			

**Note:**

In case you cannot follow some standards, please explain the reason to the committee.