

# **A&A Computers has clean and organized workplaces!**

## **1. Know the 3W basics**

### **Why do we clean?**

- Health – dust, toner powder are bad for our health
- Safety – avoid slipping, tripping, overhead items falling on us
- Efficiency – with more space and organized tools we work faster and better.
- Image – we want to impress clients
- Team work – by having our workplaces organized we can work better together

### **When do we clean?**

- At the start of the day – when it is still quiet, and all staff is present

### **Who cleans our workplaces?**

- All of the staff. Office attendants may misplace items, or even spoil items. Office attendants may clean the floors, kitchen area and toilets.

## **2. We clean and organize by using the 7S method**

### **Sorting**

- Sorting helps to clearly distinguish the items needed in a work area from those no longer needed.

### **Set in order**

- This helps to keep the needed items in the correct space to allow for easy and immediate retrieval.

### **Shine**

- Helps to keep work areas, all work surfaces and equipment clean from dirt, toner, ink,, etc.

### **Standardize**

- Define the standard activities, procedures, schedules and the persons responsible for helping keep the workplace clean and organized.

### **Safety**

- Know how to use your tools properly, ensure good lighting, keep the workshop well ventilated, ensure that all electrical tools and appliances are well insulated.

### **Seriousness**

- No horseplay, this often results in unintentional physical harm.
- Do not play practical jokes.

### **Sustain**

- Stay disciplined in maintaining our cleaning standards and procedures.
- We should continuously improve the 7S state of the work place.