

OBSERVATIONS		SCORE: 0-5 (Applied to 0%, 20%, 40%, 60%, 80%, 100%)	RESULTS (0-5)	IMPROVEMENTS
1.	Removing Unnecessary Items	All items not necessary for performing work are removed from the workplace. Only tools and materials, and jigs are present at work stations.		
2.	Storage of Cleaning Equipment	All cleaning equipment is stored in a neat manner; handily and easily available when needed.		
3.	Floor Cleaning	All floors are clean and free of debris, oil and dirt.		
4.	Bulletin Board	No outdated, torn or soiled announcements are displayed. All bulletins are arranged in a straight and neat manner.		
5.	Emergency Access	Fire hoses and emergency equipment are unobstructed and stored in a prominently, and are easy to locate. Stop switches and breakers are marked or color-coded for easy visibility.		
6.	Items on Floor	Work in process, tools and any other material are not left to sit directly on the floor. Large items which must be positioned on the floor are in clearly marked areas delineated by painted lines.		
7.	Aisleways Marking	Aisles and walkways are clearly delineated and can be identified at a glance. Lines are straight and at right angles with no chipped or soiled paint.		