

# January Kaizen Summary

## Storage of Items at the Aztec and Standard Process Creation for 5S Review

- The aiseways are currently open and give free access to racking and equipment
- Increased the 5S score from .375 to 1.25
- Over 50 items identified
  - Removed, kept, transferred, or repurposed

## Supply Room Organization and Toner Kanban

- The supply room was full
  - Spare pens, framed pictures, toner trash, etc
  - Shelving access was blocked
  - Framed pictures and posters
- Improved the stock room 5S from .5 to 1.625
- Brainstormed a new toner Kanban board for inside the supply room

## Daily Scheduling and Vision Event regarding On-time Delivery Improvements

- Created a draft standard work document outlining roles and responsibilities for Daily scheduling
  - Logistics of the daily meetings
  - Agenda for the daily meetings
  - Departments affected
  - Utilization of the delivery blocks and reason codes
- Discussed potential solutions to the on-time delivery issues identified
- Meeting scheduled to assign and implement potential on-time delivery solutions

