



Five S

By: Michael Danelski

What is 5S? Thrivent Financial has been involved with Lean Six Sigma Continuous Improvement (CI) since 2003; in 2006 the Facilities Operations area adopted one of the components of CI named Five S (5S).

The five components are:
Sort (Seiri)
Shine (Seiso)
Set in Order (Seiton)
Standardize (Seiketsu) and
Sustain (Shitsuke).

5S is an integral part of Lean Six-Sigma CI that results in zero defects, cost reduction, and a more productive workplace.

5S is a low cost method of creating a clean orderly workplace-exposing waste and abnormalities.

5S is a 5 step systematic process and method for creating and maintaining an organized, clean and high performance workplace, developed by Hiroyuki Hirano.

5S enables anyone to distinguish normal and abnormal conditions at a glance.

Sort The 5S workplace organization process usually starts by sorting the useful from the unnecessary. Red Tag necessary items and determine disposition. Remove un-

needed items from the workplace not used for current tasks. The only things remaining in a work area are the parts, tools, & instructions needed to do the job.

Shine Do an initial spring cleaning. Maybe painting, scouring, sweeping, washing, rinsing, scrubbing, and whatever else is needed to make your work place shine.

Set in Order (Straighten) Everything has a place; and is in its place. Arrange needed items in alignment with the physical workflow and make them easy to locate and use.

Standardize In this phase, routine cleaning becomes a way of life. Preventative maintenance is routinely performed, with planning, scheduling, and some responsibilities done by your central maintenance department, and routine maintenance performed by the people that know the work center better than anyone else.

Sustain is when 5S becomes a routine way of life. Root causes are routinely identified and dealt with. The standard work audit needs to become very familiar to everyone.

When the 5S process is completed for the designated area it is important to have a "Celebration" to reward the group for their hard work. This may be a project that you and your staff would like to embrace.

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Mulva Library Tour



Our February Tour of St. Norbert's Mulva Library and Academic Center included a variety of presenters including: College President, Thomas [Tom] Kunkel; Vice President of

Business & Finance, Eileen Jahnke; Sr. Design Architect, Michael Flynn from Performa Inc., Corey Brumbaugh from Miron Construction and Felice Maciejewski College Director of Library and Library Services.

During the tour we learned that St. Norbert identified the need for a



new library in 1992. In the planning, they decided that they wanted a library that would adhere to the college's mission and tradition of being a gateway to the college

and a bridge to the community of De Pere/Green Bay.



The answer is the Miriam B. and James J. Mulva Library that combines traditional and technological ways of learning that will connect students to the knowledge of the world. The Information Commons will provide a research environment for accessing integrated print, computer media and microfilm formats of reference material and data bases. A 24-hour computer study will be accessible even when the library is closed. High-tech classrooms, group study rooms and the Writing Center help student use the information now at their disposal. Snacks, salads, sandwiches and beverages will be available for busy library patrons. Exhibits of Heritage materials and artwork will further connect the new library to the mission and long history of St. Norbert College.

Lighting, Energy & Insights March Tour

Submitted by: Ty Wagner

Schneider National's Search for Quality Lighting and Energy Savings through Lighting Retrofits.

If you have ever considered a lighting retrofit, the choices and options are overwhelming. Who do you believe? What lighting technology should I use? What are the real energy savings?

Over the past two years, Schneider National has implemented \$375K of lighting retrofits over three projects that will save over \$3.3M of energy and maintenance costs over the next ten years.

Come to the March program and hear real answers to your questions as Ty Wagner from Schneider and Robb Allen from Clear Stream Studio will be presenting the best practices and processes that Schneider used to improve lighting quality and reduce lighting energy costs by 30-50%.



Thanks to Our Sponsors!

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Mission Statement
The Northeast Wisconsin IFMA Chapter is an Association of Facility Management Professionals with the common goal of advancing their profession and promoting individual career development through education, networking and information-sharing.

MARCH ANNIVERSARIES

Mary Beardmore 3/7/88
Tina Chervenka 3/15/00
Elizabeth Darinski 3/23/06
Jeremy Dash 3/20/07
Greg Egan 3/23/06
Cory Roesler 3/12/07

MEMBER FOCUS ON Randy Steele

BRIEF HISTORY OF WORK EXPERIENCE:

I am an architect, licensed in Wisconsin and worked primarily in construction management before joining KI as Corporate Facilities Manager in 1995. The rest is Facilities history!

FAMILY/HOME LIFE:

Home life? Are you kidding? I'm a Facility Manager! My wife Margaret keeps the home for my stuff while I'm at work and for son Alex's stuff while he finishes college in Washington DC.

HOBBIES/INTERESTS:

I like outdoor activities of all types. I also enjoy theater, music, reading, and seeking out a variety of well made foods.

MOST INTERESTING FACILITY RELATED PROBLEM/SOLUTION OR ANY UNUSUAL HAPPENINGS ON THE JOB:

An employee told me of a "sewer like" odor in her office. It always came from the corner in which the employee sat.

Of course, whenever I got the call to come to witness it, there was never an odor. I tried "sneaking up" on it after hours, before work, any odd or regular hour and it was never there. We searched for unknown vents, open pipes, looked at wind conditions and air intakes, the whole gamut. No odor. No source. Yet it was still reported periodically by the office occupant.

I was beginning to sweat, and began practicing different approaches to broaching the subject of a "personal" problem when I finally did smell it during one of my afterhours spot checks. It came from the potted plant on shelf above the employee's desk. To make a long story a little shorter, the plant



pot was in a tightly fitting pot liner that had filled with excess water.

The organic matter that washed into the liner with the overflow had decomposed and the gas from the decomposition occasionally overcame the seal of liquid between the pot and liner and "burped" sending out the, yes you've got it, "sewer like" odor. So we drained the water, eliminated the liner sleeve and the odor has not returned. You know how glad I was to solve that mystery!

THE THINK YOU APPRECIATE MOST ABOUT IFMA:

What I appreciate most about IFMA is the instant, worldwide "staff of peers" available for camaraderie and sharing solutions.

YOUR IDEA OF A DREAM VACATION:

My idea of a dream vacation is Margaret and I wandering the streets of a city looking for those quirky things that give that city personality, watching the people, and viewing the details of the city: historical, architectural, and otherwise. Of course a good meal is always welcomed before taking in a local theater or musical performance, or just to share time with the friends that live there.

Upcoming Events (Click for more Info)

[LEED World Café](#)

Date/Time: March 4th, 2010, 9:00 - 1:00

Location: DJ Bordini Center, 5 Systems Drive, Appleton, WI 54912-2277

[Facility Fusion](#)

Date/Time: April 13-15th, 2010

[Northern Illinois University Outreach](#)

Is offering several IFMA courses during the next few months. NIU is a licensed provider of the IFMA programs. Please check the website for dates and times.

[The 3 WI IFMA Chapters are partnering to bring FMP Courses to Wisconsin](#)

A knowledge-based credential, the FMP is designed to accelerate an FM's transition into the profession and prepare for the demands of today's dynamic workplace. Please check the website for dates and times.



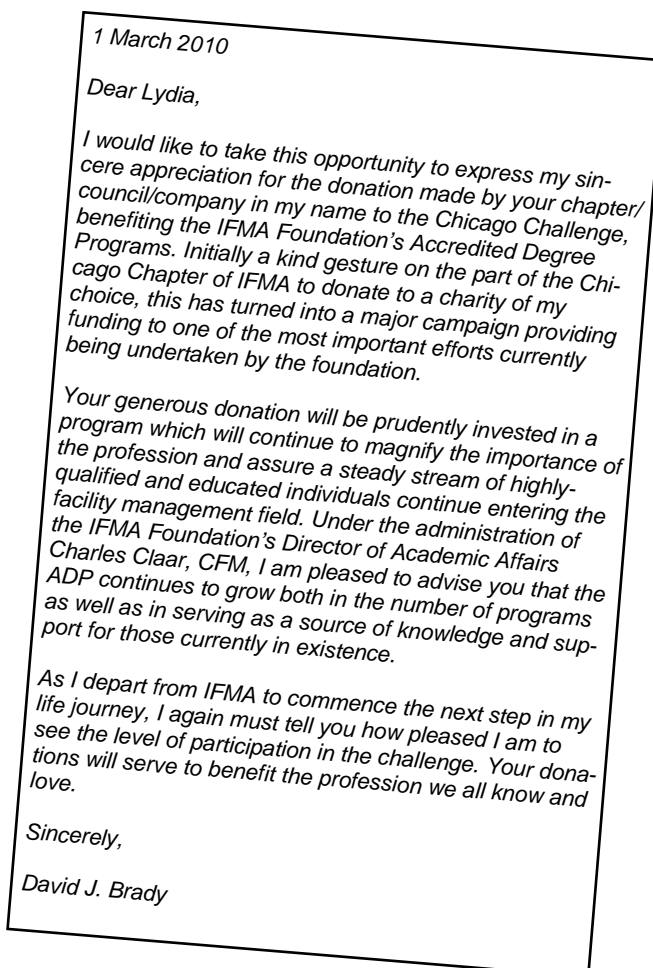
Donation to the Accredited Degree Program

The NE Wisconsin Chapter recently responded to a "challenge" to honor Dave Brady the retiring President and CEO of IFMA.

In appreciation for his leadership, it was suggested that we make a contribution toward the Accredited Degree Program for FM Education within the IFMA Foundation. The IFMA Foundation has developed standards to recognize quality facility management, professional degree programs at colleges and universities.

The accreditation program initiative was designed to recognize, encourage and strengthen the current valid facility management education degrees and to assist in the development of new facility management degree programs.

We sent a check for \$250.



Program Schedule (Dates subject to change)

3/16: Energy Efficient Lighting, Case Study at Schneider National, Green Bay

4/20: Tour of the Warch Campus Center, Lawrence University, Appleton

5/12: Tri-Chapter Hosted by the Madison Chapter

6/22: Golf Outing

July/August: Networking Event

Special Thanks to our Newsletter contributors:

Melissa Schumacher, Allsteel

Lynn Rickert-Steen, Schneider National

Elizabeth Darinski, BSI



Know of an event or have information that our membership would appreciate?

Please send details to info@ifmanewisconsin.com to have your information posted on our website, or included in our newsletter.

SPONSORSHIP DRIVE REMINDER

Remember — we will be doing our sponsorship drive this month, sending out letter requests and our call-a-thon which is being held on March 17th.



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Upcoming Events (Click for more Info)

March IFMA Meeting
Schneider National

Date: March 16th, 2010

Location: 1555 Glory Road, Green Bay, WI 54313

Registration: begins at 11:30

Lunch: 12:00 **Tour:** 1:15

Admission: \$15.00 Members,
\$25.00 Non-Members

To Register: Go to www.ifmanewisconsin.org, click on [March Program](#) in Events. Please RSVP by 3/9. Don't forget you can pay by Credit Card online.

[Annual NE Wisconsin IFMA Golfer/Non-Golfer 9 Hole Scramble](#)

Date/Time: June 22, 2010 at Royal St. Patrick's Golf Links, Wrightstown, WI

Registration: begins at 11:30 Shotgun Start at 12:30.



Save this date,
6/22/10 for
the IFMA
golf outing
at Royal St. Patrick
More to come...

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Stay in Touch!

If you need to make a change to your contact information, please contact Elizabeth Darinski at membership@ifmanewisconsin.org

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