



June 29, 2023

Hello Store Managers and 5S Assistant Managers,

To help better support your 5S environment and provide more organization and management for the tools in your Service Area, we're excited to announce Specialty Tool Boards will be installed in your store soon.

What you need to know

- These boards will hold 21 specialty tools, providing a centralized location that can help reduce the amount of time and steps it takes to find the tools, and in turn, helping to reduce bay and Wait Times.
- This also helps to Set Up the Win by providing 5S standards and a storage solution for tools we introduced over the past seven years.
- To help provide more information on these boards, a [Video](#) and [Best Practice](#) have been developed, and can be accessed from the Specialty Tool Board section of the Tools and Equipment page.

Board delivery and installation

- The Specialty Tool Boards have shipped to your Regional Warehouses and will be installed in your store soon by your Facilities team.
- This installation should take approximately 15 minutes to complete.

NOTE: The Reference Cards will be shipping to your store in a few weeks. When those arrive, 5S Assistant Managers should add them to the board.

Our ask of you

5S Assistant Managers:

- Please share this information and review the [Video](#) and [Best Practice](#) with your people to ensure they are aware of the Specialty Tool Board installation and expectations.

If you have any questions or feedback to provide on these boards or the installation process, please contact use the [Feedback button](#) on the [Tools and Equipment page](#).

Thank you for striving to be the BEST!