



Arizona Ready Environment Plan QRG

- Each day the high traffic areas (Balancing Station, Tire Changers, Inflation Station, Tool Stands, and Repair Station) of each work cell are cleaned thoroughly at the end of both the first shift as well as at the end of the day (closing shift).
- The **Service Coordinator** listed on the day's Workflow Play is responsible for cleaning, despite any changes made to the Workflow Play (the SC listed delegates).
- Only the SC scheduled in the final block of the day will sign off on the Store Open/Close Checklist validating that the areas meet our 5s Best Practices (See Below 1A).

1A

2A

55 Service Bay Action Plan					Ann Curtis, Energy Curator 2/4/20
Tire Charger	1	2	3	4	Areas Of Improvement?
Charger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Korden Tools in need of repair and/or replacement
Recomended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tools in tool box need to be repaired
Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tools in tool box need to be repaired
Actions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open a bid header as well as a repair header
Inflation Station	1	2	3	4	Areas Of Improvement?
Charger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Buyout of inflation station, one station per area
Recomended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Buyout of inflation station, one station per area
Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Buyout of inflation station, one station per area
Actions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open a bid header as well as a repair header
Balancing Station	1	2	3	4	Areas Of Improvement?
Charger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Balancing stations are out of service and need to be brought back into use
Recomended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Balancing stations are out of service and need to be brought back into use
Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All Balancing stations are out of service and need to be brought back into use
Actions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open a bid header as well as a repair header

- The other areas of the backroom such as Air Check Station, Jacks, Lifts, and CSL Station are assigned individually by the 5s manager and validated throughout the week.
- The 5s Manager walks the store daily to ensure alignment to the Ready Environment.
- Once a week the 5s Manager walks the store with the Store Manager to highlight areas of improvement as well as opportunities to document in the 5S Service Bay Action Plan Binder (See above 2A). This process is repeated weekly.

