



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

- 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.

