

# STEP 3: SHINE REFERENCE FORM

**GOAL:** Maintain a clean and safe work environment

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**Work Area**

**Date**

**Initials**

## Shine Checklist

- Photograph workplace prior to Shine implementation
- Develop a uniform inspection method to track progress
- Explain Shine to workers as a group and establish goals
- Seek worker input on criteria used to evaluate work areas
- Begin by cleaning and eliminating small imperfections
- Review work area with personnel to establish complete Shine duty list
- Seek Shine list input and approval from managers
- Develop a cleaning duty inspection checklist
- Stock appropriate cleaning supplies for work area
- Assign cleaning and self-monitoring responsibilities
- Rotate Shine duties between all work area personnel
- Post calendar of Shine dates and times in work area
- Assign 5S team leaders to monitor first Shine period
- Be available to answer questions and resolve cleaning issues
- Focus on implementing more general Shine duties first
- Expand Shine cleaning duties over time
- Consider incorporating small repairs and painting into Shine duties
- During inspections, seek input from workers
- Act on worker suggestions once manager-approved
- Record duty task times and photograph workplace

