

# GEMBA WALK CHECKLIST

## General

1. Check **Completed Forms** boxes in all rooms.
  - Take equipment for repair to appropriate shop with **Repair Form**.
  - Create Personal Kanban ticket for **Lab Improvement Idea Forms**.
2. Check that the appropriate equipment is set up for the current week on the **Lab Schedule**.
  - Contact Senior TAs if any issues arise.

## Special

- PH1113: Check Ballistic Pendulums and weight sets before first lab.
- PH1123/2233: Check and order Hydrogen and Helium spectral bulbs before first lab.
- PH1133/2223: Check CRTs before first lab.