



## SOLUTION BRIEF

REDUCE REAL ESTATE COSTS AND  
OPTIMIZE YOUR WORKPLACE WITH

# IRON MOUNTAIN CLEAN START<sup>®</sup>

Moving locations or closing offices? De-densifying to reconfigure your space? Reducing your current real estate to save cost? Or supporting a growing number of remote employees?

Whatever your challenge, Iron Mountain's Clean Start<sup>®</sup> program can help you transform your workplace to maximize real estate efficiency and support a virtual workforce.

### BEGIN WITH A CLEAN START

With Iron Mountain Clean Start, you can clear your workplace of a wide variety of materials currently occupying valuable space — paper records, files, servers, PCs, IT assets, and more.

We'll manage the clean-out process and provide services to facilitate the secure destruction of the items you don't need and the temporary or permanent storage of the ones you do.

You'll be able to:

- › **Reduce** your real estate footprint to lower costs or support a downsizing
- › **Repurpose** offices and conference rooms into higher-value alternatives, such as those that provide employees with additional workspace
- › **Reclaim** storage areas that are overrun with seasonal items, marketing materials, and surplus furniture
- › **Recoup** closets and storage space which are stuffed full of outdated IT assets, electronics and media items.

### WHY IRON MOUNTAIN?

Our professionals are experts in information management. Beyond the physical removal and/or storage of items, we'll evaluate your current processes and provide actionable advice on how to improve records and information management moving forward. You'll gain visibility into your records across all locations and departments, and our recommended policies and procedures will help reduce your compliance risk.

We will also assess how your organization creates, stores, and uses information to help you meet your digital transformation goals. We'll recommend tools such as active file management, document scanning, workflow automation, and cloud archiving to improve efficiency and support remote employees with anytime, anywhere access to information.



### WHAT IF YOU COULD:

- Maximize your current real estate portfolio by clearing out space?
- De-densify to rapidly reconfigure the workplace as your needs change by storing or destroying non-essential assets?
- Better manage records and information to improve compliance, reduce risk, and support a remote workforce?
- Remove paper from your processes and move to a more digital way of working?
- Ensure that confidential information and equipment is managed securely by using information management and secure destruction practices?

# IRON MOUNTAIN CLEAN START SERVICE

Iron Mountain's Clean Start program is designed to transform your workplace with a portfolio of services.



Our programs can help you improve real estate utilization and flexibility by freeing up valuable space currently occupied by file rooms, records storage and other assets.



## BEFORE AND AFTER CLEAN START

### SUCCESS STORY

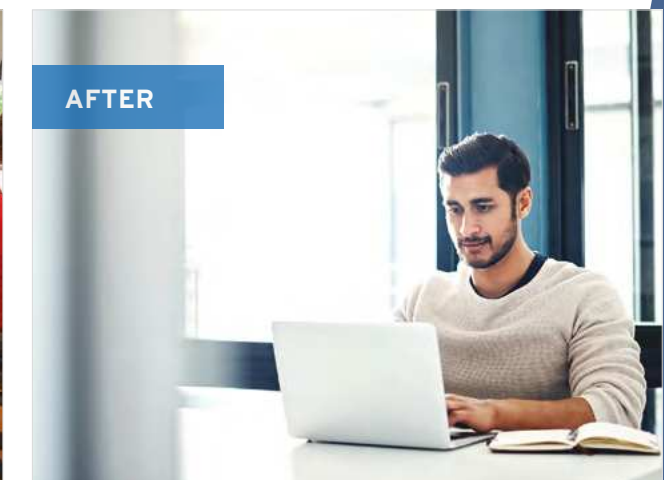
A large financial services company needed to cut its real estate space in half. They leveraged Clean Start to reduce office space while also limiting their reliance on paper.

### IRON MOUNTAIN DELIVERED BY:

- > **Designing** a new work process for file collection, including creating a small, onsite active records room – staffed by Iron Mountain – to centrally store and manage active files
- > **Cataloging** paper records and moving them to offsite storage at Iron Mountain

- > **Securely Destroying** obsolete paper and IT equipment
- > **Helping to Deliver** a new workplace, half the footprint of their original

IF YOU HAVE A DATA CENTER OR TAPE LIBRARY ONSITE, YOU CAN RELOCATE IT TO IRON MOUNTAIN AND REDUCE SPACE AS WELL AS YOUR CARBON FOOTPRINT.



# HOW CLEAN START WORKS



Iron Mountain conducts an **assessment\*** of your organization and surveys areas for improvement.

*\*Virtual options available.*



You'll receive a summary of **proposed improvements** to review and discuss with your teams.



Together we'll create a plan to **clear up space and transform your organization.**

## CLEAN START KEY BENEFITS

Our Clean Start services can assist you whether you're looking to optimize your current real estate or navigate the complexities of a move, consolidation or closure. We will work with you to understand your business needs and project requirements to create a custom-designed Clean Start program.

## WHAT YOU GAIN

- > **Ability** to accelerate your workplace transformation project by starting with a clean space
- > **Confidence** in your ability to quickly adjust in times of organizational change
- > **Visibility** into information management practices across the organization, to increase compliance and reduce risk
- > **Capability** to support a remote workforce with redesigned business workflows and digital records
- > **Access** to resources you might not have internally to complete the project – from start to finish
- > **Peace of Mind** that all records, equipment and assets are handled securely and according to information management best practices

## WE PROTECT WHAT YOU VALUE MOST®

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### ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 225,000 organizations around the world, and with a real estate network of more than 90 million square feet across more than 1,450 facilities in over 50 countries, Iron Mountain stores and protects billions of valued assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include information management, digital transformation, secure storage, secure destruction, as well as data centers, cloud services and art storage and logistics, Iron Mountain helps customers lower cost and risk, comply with regulations, recover from disaster, and enable a digital way of working. Visit [www.ironmountain.com.sg](https://www.ironmountain.com.sg) for more information.

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