



## 7 TIPS TO REIMAGINE YOUR WORKSPACE AND RESOURCES FOR BUSINESS TRANSFORMATION

The global pandemic has transformed business, from accommodating a hybrid workplace to adoption of new processes to build business resilience. When strategizing ways to re-engineer space to meet the requirements of your organization's new normal, Iron Mountain suggests considering seven best practices.

- 1 Inventory what's onsite** and assess which items can be immediately moved elsewhere, repurposed, recycled or destroyed.
- 2 Digitize records and move critical supplies** to free up valuable space, better manage information growth and build readily accessible inventory.
- 3 Develop a plan to keep spaces clear**, including processes for destroying records that exceed retention requirements, outdated or obsolete materials, and expired or unnecessary supplies.
- 4 Automate and streamline manual workflows** processes to accommodate a hybrid workforce and adopt intelligent workflows that increase data access for employees and clients.
- 5 Re-engineer flow** through your offices and/or retail spaces to allow for social distancing for both employees and clients. Be sure to take into account public and/or retail spaces like elevators and waiting areas.
- 6 Consider using smart building management capabilities**, such as predictive maintenance solutions, air quality sensors, UV cleaning, infrared temperature cameras, and HEPA air filters for both owned and leased spaces.
- 7 Explore colocation** as a way to provide secure, compliant connectivity in the event onsite data center staff may be limited or unable to access your onsite location.

### Plan, Pivot & Persevere

Iron Mountain partners with financial services organizations of all types and sizes around the world. To discover how we can help you reduce real estate costs, support a hybrid workplace and ensure security. Click [here](#).