

Best practices for transforming the workplace

Don't overlook these proven strategies when downsizing, closing, or moving an office space



Waiting until the last minute can complicate things:

Start coordinating projects early

Techniques for a smooth project execution

- Workplace transformation can be a catalyst for change, but only if you allow the time to plan and implement.
- Early engagement will facilitate more seamless and productive project execution.
- Taking the time to plan projects in advance can drive
- cost savings and other efficiencies.





Real estate changes are a team sport:

Make sure you involve all key stakeholders

Key internal players

Real estate/facilities



R Department heads Records management



Legal/risk



Information technology

Key external players

Real estate broker



Owner's project manager



Facilities management Corporate interior design



Records management vendor

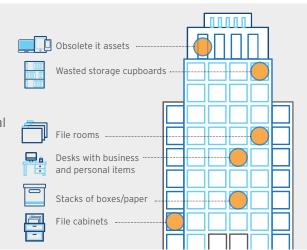


Information assets take up more space than you think:

Real estate changes are a great time to get under control

50 file cabinets take up ~78m² of office space

- \$35K to \$50K in annual lease costs depending on location
- Enough space for two large conference/ collaboration rooms





overlook risk:

A data beach could impact an organisation's bottom line and reputation

\$9.4M

average cost of a data breach in the U.S.

60%

of data breaches lead to price increases that are passed on to customers

46%

of organisations suffer reputational damage due to a data breach

"Global bank to pay \$35M after hard drives with 15M customers' data turn up at auction.

> "Man finds documents with personal information inside dumpster."

Patients "frustrated and disappointed" after records found in dumpster.

Federal officials retrieve I-9 forms found in used office furniture."

> "Personal information found in files dumped on sidewalk."

Personal information left in file cabinet misplaced by local nonprofit.

Sources: IBM, Imprivata



External support is often necessary but can also be risky:

Make sure your vendors are properly vetted

Vendor evaluation checklist

- Positive reputation
- Auditability Strong security policies
- (i.e. data security, chain of custody, etc.)
- Vetted and trained employees
- Focus on terms and conditions
- Ontribute to strategic organisational goals





Real estate changes to enhance

Sound financials





create opportunities

It's important to recognise advantage

Opportunities to support sustainability goals beyond building operations



office supplies

IT assets





Recycle documents





Collocate data centre





Don't reinvent the wheel for every project:

Create a standardised process for real estate changes

Some advice for your game plan

- Document key successes and mistakes for future projects.
- Maintain a process for implementing best practices and lessons learned not just for projects, but across your entire real estate portfolio.
- Work with partners who can help you standardise processes and who can do more rather than less.



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