IRON MOUNTAIN®

MORTGAGE & LOAN SOLUTIONS

SOLUTION BRIEF

Maximize the use of real estate and corporate assets with
IRON MOUNTAIN CLEAN START®

BUSINESS CHALLENGE:

Not only is real estate one of the three biggest expenses for any organization, it's also a vital component of the employee experience. Leaders who successfully address the competing demands of controlling real estate costs while providing high-performance workspaces gain a competitive advantage in attracting and retaining top talent. That is why many organizations are implementing space efficiency projects that reduce costs — which can then be reinvested in workplace enhancements.

Your organization could benefit from transforming workplaces too — but cabinets overflowing with records, prime real estate consumed with files rooms, and closets and offices stuffed with outdated IT assets, office equipment and furniture make it difficult.

The corporate environment is constantly changing with mergers, acquisitions, and operational changes. This makes keeping up best practices for asset management daunting. **You need a clean start.**

### WORKPLACE TRANSFORMATION BEGINS WITH A CLEAN START

Iron Mountain Clean Start can clear an entire space of all materials — not just paper records, but servers, PCs and IT assets, office equipment, cabinets, furniture and artwork — freeing up valuable floor space. Iron Mountain manages the clean-out process and provides services to facilitate the donation or secure destruction of materials or equipment you no longer want to keep and the temporary or permanent storage of those items you do.

Additionally, Iron Mountain professionals can evaluate your current processes to provide advice on how you can better manage records and information going forward using active file management, imaging on demand, digital workflow solutions and cloud archiving.

WHAT IF YOU COULD:

> Get a jump-start on your workspace transformation project by starting with a clean space?

> Before cleaning out records and other information assets, get expert advice on what to do today and how to manage moving forward?

> Ensure that confidential information and equipment impacted by the project is managed securely, using information management and secure destruction best practices?

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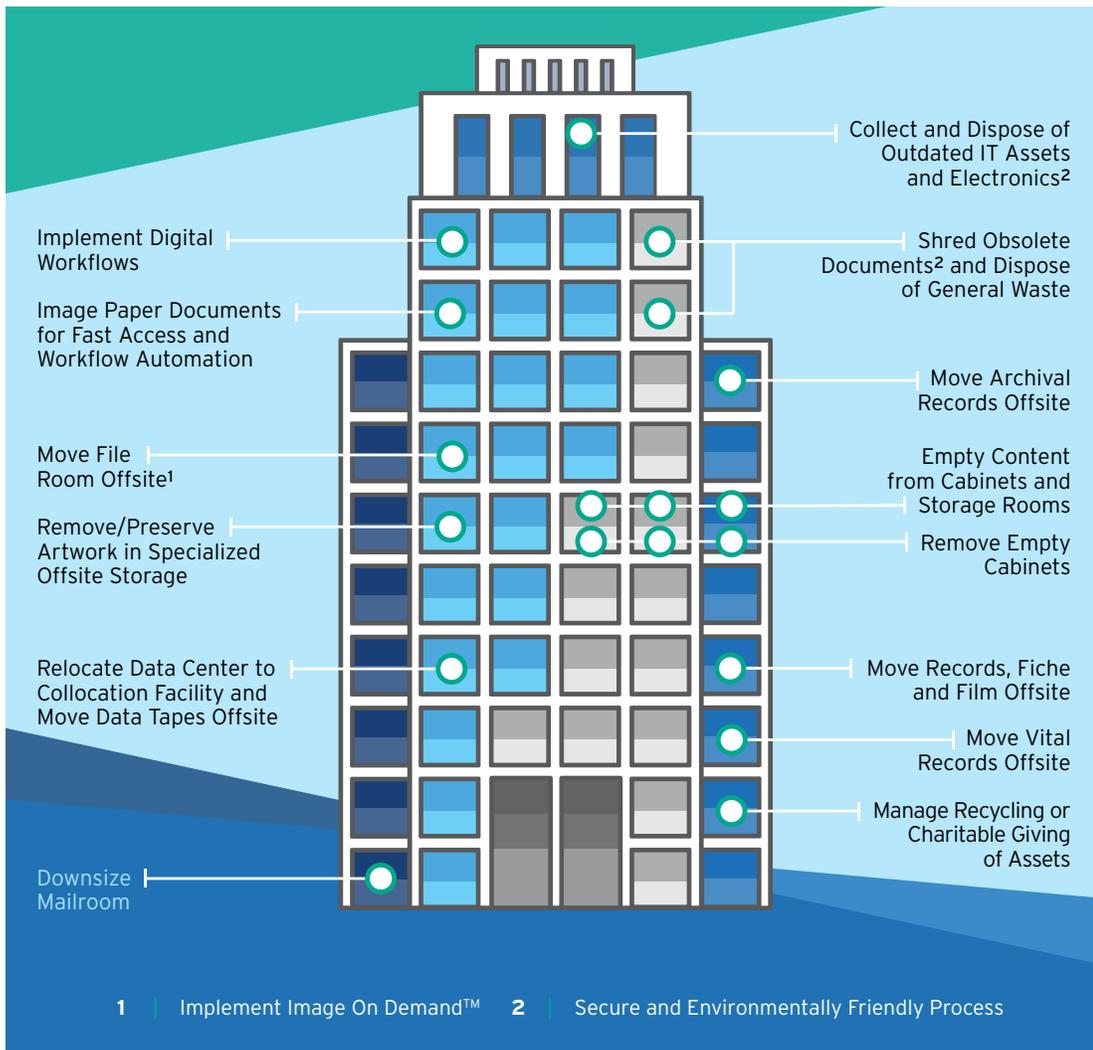
Our programs can help you improve real estate utilization by freeing up valuable space currently occupied by file rooms, records storage and other assets.

Collect and Dispose of Outdated IT Assets and Electronics[2]

Implement Digital Workflows

Image Paper Documents for Fast Access and Workflow Automation

Shred Obsolete Documents[2] and Dispose of General Waste

Move Archival Records Offsite

Move File Room Offsite[1]

Empty Content from Cabinets and Storage Rooms

Remove/Preserve Artwork in Specialized Offsite Storage

Remove Empty Cabinets

Relocate Data Center to Collocation Facility and Move Data Tapes Offsite

Move Records, Fiche and Film Offsite

Move Vital Records Offsite

Manage Recycling or Charitable Giving of Assets

Downsize Mailroom

1 | Implement Image On Demand™   **2** | Secure and Environmentally Friendly Process

BEFORE AND AFTER CLEAN START

SUCCESS STORY

A large financial services company needed to cut its real estate space in half during a headquarter renovation. They leveraged Clean Start to reduce office space and focus on open-area touchdown stations 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

› Cataloguing paper records and moving them to an offsite archive at Iron Mountain

› Securely destroying obsolete paper and IT equipment

› Helping to deliver a new, high-performance workspace, 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.

Project Services		Digitalization
Secure Offsite Storage		Workflow Automation/Policy
Media Storage		Cloud Data Management
Secure Shredding		Data Center Colocation
Secure E-waste and IT Asset Disposition		Art Storage

IRON MOUNTAIN CLEAN START

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

BEFORE

AFTER
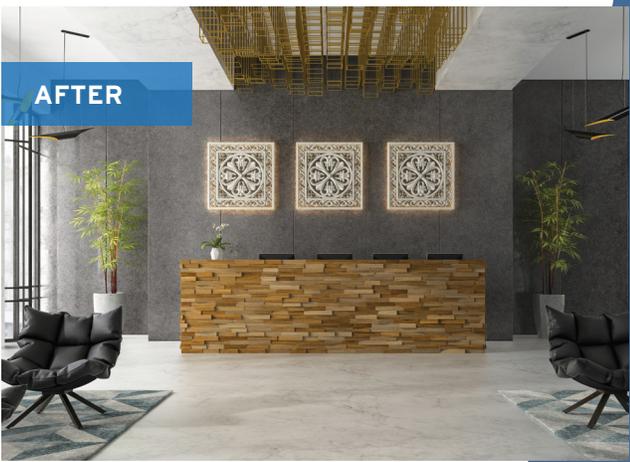
HOW CLEAN START WORKS

1
The Iron Mountain representative conducts an **onsite walkthrough** of your business and surveys areas for improvements.

2
You'll receive a summary of our **proposed improvements** to review and discuss with the cross-functional teams.

3
Together we'll create a best practice plan to follow and implement across departments to **clear up space and transform the organization**.

CLEAN START KEY BENEFITS

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

WHAT YOU GAIN

> Obtain an independent assessment on how to maximize asset utilization and efficiency

> The ability to accelerate your workplace transformation project by starting with a clean space

> Access to resources you might not have internally to complete the project — from start to finish

> Advice on how to best redesign business workflows and digitize records going forward

> Peace of mind that all records, equipment and assets are handled securely and according to information management best practices

CALL 1-800-934-3453

WE PROTECT WHAT YOU VALUE MOST™

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