

Iron Mountain Clean Start[®]

Obstacles and risks during real estate changes

Whether employees are remote, onsite, or hybrid, many organizations are rethinking their office spaces and work processes to create working environments that promote collaboration, improve engagement, increase satisfaction, and reduce turnover.

Planning for and executing these changes, however, isn't always easy. Obstacles such as file cabinets filled with records past their retention and other items, storage spaces full of obsolete IT assets, and employee workstations cluttered with a mix of business and personal assets can take up valuable space, create risk, decrease productivity, and make real estate changes difficult.

Overcome these obstacles and unlock the full potential of your workplace with Clean Start

Whatever your workplace goals, from rethinking or closing office space, to navigating mergers and acquisitions (M&A), or just becoming more organized, Iron Mountain Clean Start can help you:

- Accelerate project execution
- Reduce or reconfigure real estate to improve ROI
- Protect confidential or sensitive information and assets
- Uncover and implement sustainable outcomes
- Drive collaboration with key internal and external stakeholders
- Standardize Clean Start solutions across your project portfolio



Secure and efficient workplace transformation

87% of corporate real estate leaders are focused on portfolio optimization as a top priority

2022-2023 CBRE Global Workplace & Occupancy Insights









What does the future of your workplace look like?

From single-location projects to portfolio-wide initiatives, Iron Mountain Clean Start will help you reduce risk, enhance collaboration, increase efficiency, and drive sustainability as you elevate your workplace.

Closing, relocating or optimizing office space

Closing, moving, or optimizing office space can be stressful, and the last thing you need is the risk of exposing your organization to data breach during project execution. While traditional moving and real estate service companies can support these projects, most don't have the expertise, trained and vetted employees, or secure chain of custody to properly handle your organization's most valuable assets. Clean Start can help with a complete set of services, all under a single vendor and following our unique approach to project planning and execution:

-  Pack, move, and store records offsite
-  Securely recycle or remarket obsolete IT assets
-  Securely shred outdated documents
-  Move/store furniture, pallets, or equipment
-  Sort, pack, and move employee workstations
-  Decommission furniture, fixtures, and equipment

Navigating portfolio-wide initiatives or M&A activity

Real estate portfolio optimization and M&A activity are experiencing record activity levels as companies look to identify synergies and cost savings, and drive transformational change. However, portfolio-wide real estate initiatives and M&A integration can be impeded by obstacles such as widely dispersed facility locations, large volumes of files or other assets, and conflicting processes and tools for sharing and protecting information. With experts and resources located throughout North America and the world, Clean Start can help to:

-  Securely close unneeded office locations
-  Identify and address security breach risks
-  Dispose of or recycle obsolete or redundant assets
-  Eliminate standalone processes/policies

How does Iron Mountain Clean Start work?



An Iron Mountain Clean Start expert conducts a complimentary onsite or virtual assessment of your office space(s) to better understand your real estate priorities, challenges, onsite information, and space usage.



You'll receive a summary report of areas of risk and recommendations that align with your "short-and-long term goals". This report can be used to support project planning and facilitate collaboration among key internal and external stakeholders.



Together, we'll create a plan to manage and execute on project or portfolio-wide priorities to help you reduce risk, improve productivity, and enhance sustainability as you transform the workplace.

Drive sustainability during project execution

Clean Start can help you take advantage of sustainability opportunities during project execution, supporting environmental goals beyond building operations



Recycle paper

Securely shred and recycle your documents, with diversion data provided through our Green Report



Remarket IT assets

Our Secure IT Asset Disposition services can recycle, refurbish, or remarket IT assets to divert landfill waste



Donate office supplies / furniture

Prevent landfill waste and support local charities by donating unneeded furniture and office supplies.



Reduce emissions

Our data centers are powered by renewable energy and our Green Power Pass allows you to apply energy credits towards emission reduction goals

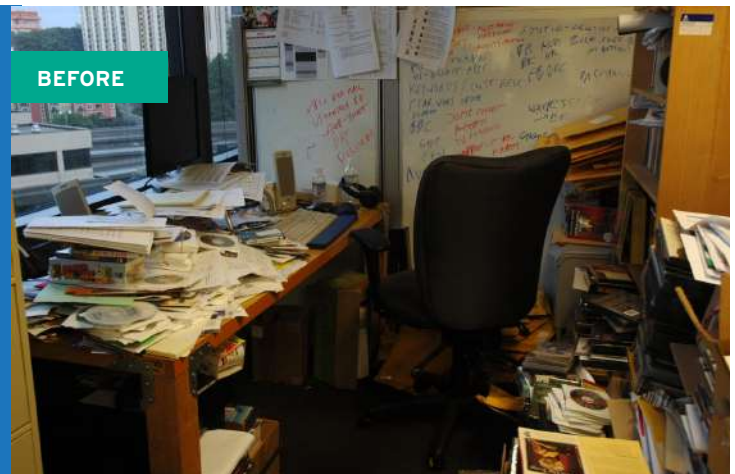
Before and after Clean Start

Success story

A global bank introduced a new workplace strategy that included cutting a large office footprint in half, closing the space and moving to a new location. They leveraged Clean Start to optimize space usage, securely complete project execution, and support a workplace of the future.

Clean Start delivered by:

- Reducing space usage by eliminating file cabinets and other obsolete assets and moving millions of documents to offsite storage
- Securely destroying and recycling thousands of pounds of obsolete documents
- Digitizing hundreds of thousands of files and supporting the implementation of digital workflows
- Helping to create a modern, flexible space with collaboration and meeting space
- Developing a standardized process for future projects within the organization's portfolio



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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 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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