

Alternative workplace strategies for improved productivity.

Iron Mountain and Staples Advantage®.

At Staples Advantage, we know that a well-designed work environment helps employees perform at a higher level and boost morale – because we've seen it firsthand. Our team of design specialists helps bring your office space to life while supporting your office workflow, corporate image and budget. Ultimately, we want to help you create a place where employees want to be.

Learn more about how Iron Mountain turned to Business Interiors by Staplessm to create an alternative workspace for its Collegeville, PA location, giving employees a multitude of work options, enhancing team-based communications, and improving the utilization of its 6,000-square-foot warehouse.

The Company

Iron Mountain (NYSE: IRM) is a leader in information management services, assisting more than 140,000 organizations in 39 countries on five continents with storing, protecting and managing their information. Organizations in every major industry and of all sizes – including more than 97% of the Fortune 1000 – rely on Iron Mountain as their information management partner.

"Business Interiors by Staples has a great knowledge of current design trends, colors, ergonomics, and how to make it all come together. The end result is an energetic work environment that enhances employee productivity, provides flexible work arrangements, and provides a comfortable place for people on the road to hang their hats – exactly what we wanted."

Doug Berry
Director of Construction
Iron Mountain

The Challenge

Employees at Iron Mountain are on the move – traveling to client sites, working from satellite locations, or putting in hours from a home office. And the company likes it that way – giving employees the flexibility to work remotely as desired, taking the emphasis off how people work and focusing on the end results.

To support this belief, the company wanted to create a new kind of work environment at its Collegeville, PA location to

support how its employees really live and work. Much of the 6,000-square-foot facility was underutilized, with less than 100 employees working out of the office full time. Adding more collaborative space was also a priority, allowing groups of all sizes to hold impromptu or planned team meetings.

"This vision was a test approach for other Iron Mountain locations and so we wanted to get it right," said Doug Berry, Director of Construction for Iron Mountain. "The goal was to get feedback from employees, gauge success, and then roll out alternative workspaces elsewhere."

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Business Interiors by Staples was the obvious choice for this project as the two maintain a longstanding partnership, working together for more than 10 years to furnish Iron Mountain's corporate locations and 700 satellite offices. The company now works exclusively with Business Interiors by Staples to drive compliance across offices, streamline design projects and hold down costs.

The Solution

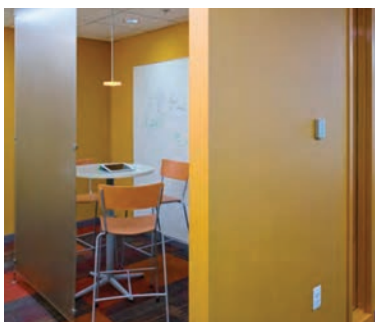
Working with Business Interiors by Staples and a Boston-based architectural firm – Workplaces of Winchester – Iron Mountain assessed how the Collegeville employees would work day to day. The team decided to create different “neighborhoods” – a mix of collaborative and private office spaces to support different work scenarios. Iron Mountain also deployed a hoteling system, with online reservations for select work areas – providing visibility into the types of spaces being requested.

A variety of workspace options were created, including:

- Hot desks: Touch-down areas for collaborative teams, with groups of workstations and three chairs.
- Hoteling offices: Spaces for those who require privacy for conference calls, individual work and/or meetings.
- Project rooms: For larger groups; incorporates furniture that's easily moved to form circle or u-shaped configurations.
- Huddle rooms: Available for small, spontaneous meetings.

Based on the existing partnership, the Business Interiors by Staples team had a standards program already in place but chose to include new furniture from leading manufacturer Allsteel. It was important to maintain a consistent look and feel across all of its corporate offices, while also introducing new concepts to fully support collaboration.

Staples recommended mobile pedestals for employees who were in the office regularly, but not full time. On wheels, the pedestals hold personal effects and are stored in a



designated “parking” area when not in use. Iron Mountain also implemented adjustable, hydraulic desks, giving employees the flexibility to sit or stand while working – showcasing the company's commitment to ergonomics.

Iron Mountain and Staples Advantage®

“We wanted to create an alternative workspace that would be more appealing and productive for all of our employees – whether those in the office every day or those in town for a long- or short-term project. The square footage wasn't being used to its potential and we knew we could be more innovative with our real estate.”

Doug Berry
Director of Construction
Iron Mountain



The Iron Mountain team was able to see Staples® furnishing recommendations at an Allsteel showroom, followed by a 3-D virtual tour of the space. Once the choices were finalized, the Business Interiors by Staples team led the implementation, ensuring the project was completed on time and on budget.

The Results

The Collegeville facility has set the stage for the company's workplace strategies – providing a benchmark for how to engage with and support its mobile workforce. Iron Mountain created a unique workspace that has allowed the company to reduce its square footage per person by 50 percent – from 200 to 100. That number will continue to go down – potentially as low as 30 square feet per person – as individuals float in and out of the office, with one workspace potentially shared by multiple people over the course of a month.

While maximizing its occupancy provides greater return on Iron Mountain's real estate investments, the company cites “added employee flexibility” as the biggest benefit – giving individuals better opportunities to work together and individually.

**To learn more, please visit
BusinessInteriorsByStaples.com.**