SUCCESSFUL REAL ESTATE CHANGES BEGIN WITH IRON MOUNTAIN CLEAN START®

> MOVING LOCATIONS OR CLOSING OFFICES?

> REDUCING YOUR CURRENT REAL ESTATE FOOTPRINT TO SAVE COSTS?

> RECONFIGURING YOUR SPACE TO SUPPORT SOCIAL DISTANCING DEMANDS AND VIRTUAL TEAMS?

> NEED TEMPORARY OR PERMANENT STORAGE AS YOU TRANSFORM YOUR SPACE?

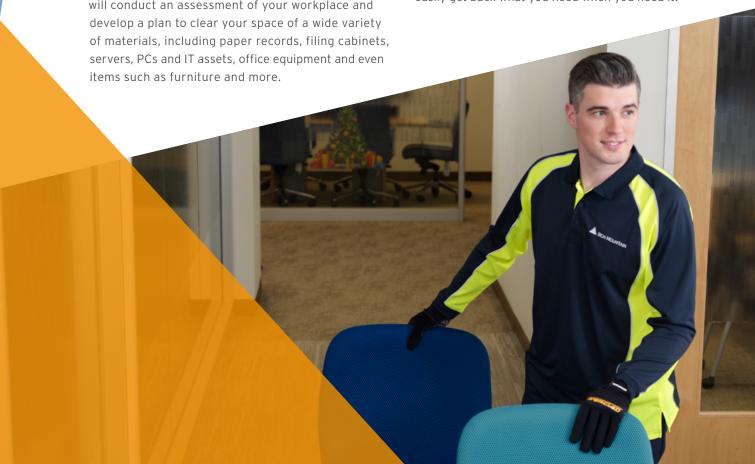## SORT, PACK, MOVE AND STORE SERVICES

During any real estate project, you need to be sure that everything is done on time, on budget and with as few disruptions as possible. You also need to ensure that all confidential information, valuable assets and employees' personal items are carefully and securely managed. Iron Mountain can support your project with trained and vetted professionals who understand how to securely sort, pack and move your most valuable assets.

Through our Clean Start® program, a skilled team will conduct an assessment of your workplace and develop a plan to clear your space of a wide variety of materials, including paper records, filing cabinets, servers, PCs and IT assets, office equipment and even items such as furniture and more.

We will sort through your employees' offices or workstations and itemize and pack all company and personal items. Iron Mountain follows strict chain of custody procedures, so you can feel confident that all sensitive items are handled with the utmost care.

We'll manage the clean-out process, provide services to securely destroy the assets that have met retention requirements or that you no longer need and the temporary or permanent storage of the assets you need to keep. Each box or piece of furniture is RFID tagged and listed in our database so that you can quickly and easily get back what you need when you need it.

WHY CHOOSE IRON MOUNTAIN

» SECURE STORAGE

Iron Mountain facilities are reputed for their security – perimeter, entry and interior. Only authorized users will ever have access to your inventory, and proven fire safety and environmental safeguards ensure their continued viability. Assets are tagged and classified using your own terminology for easy access and retrieval.

» AUDITABLE CHAIN OF CUSTODY

Iron Mountain facilities are governed by strict, industry-leading chain of custody procedures. Our proven workflows and technology-enabled tagging means you'll have complete visibility and control over your inventory at all times.

» ACCESS IS JUST A CLICK AWAY

The Iron Mountain Connect™ application provides online management of your inventory. With just a few clicks, you can search through your inventory, locate what you need and arrange for delivery by our vetted and trained employees.

» SEAMLESS, EXPEDITED DELIVERY

Iron Mountain's network of storage and distribution facilities makes shipping items fast, easy and convenient. We are located close to major cities, airports and interstate highways, which means we can deliver what you need quickly and efficiently.

» SECURE DESTRUCTION

As items are no longer needed, we offer secure and environmentally responsible **document shredding** and **IT asset disposition** services. Iron Mountain follows strict environmental and data security guidelines to help you meet industry and organizational requirements.

RESOURCES AT THE READY

For over 65 years, organizations worldwide have trusted Iron Mountain to store and manage their sensitive and critical assets. Inventory management, regardless of type, is the foundation upon which our company is built.

*Iron Mountain cannot accept biohazards, material that is flammable, material that is regulated by laws and/or regulations relating to the environment, items that may attract pests, items that are dangerous or unsafe to handle, hazardous materials or monetary assets/currency.

Located in +50 countries across 6 continents

26,000 employees globally

90 MILLION square feet of real estate worldwide

1,450 facilities

3,600 vehicles worldwide

15 MILLION trips per year globally

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