



**Planning office Closures and Downsizing – Deinstalling, redeploying and disposing of IT equipment**

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Lifespan

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**LET'S TALK!**

- Is your company downsizing office space?
- Closing some of your offices?
- Moving employees and/or IT equipment from one location to another?
- Or closing or downsizing data centers?

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**Key Findings**

- 69% of businesses in the U.S. have permanently closed some or all of their office spaces, since March 2020
- 37% permanently closed all office space
- 39% of all businesses anticipate closing some or all office space within the next 6 months
- Majority of employees wanting to work from home is the top reason why businesses have permanently closed office spaces
- 41% of businesses have downsized their existing office space, since March 2020
- 51% of businesses planning to keep office space will allow employees to choose to work fully remotely indefinitely

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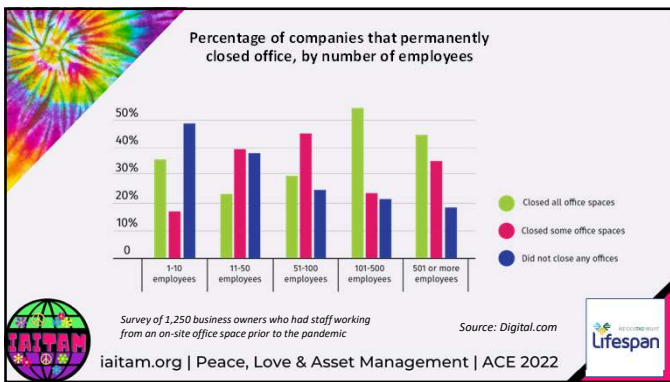
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### Key Findings


Only 16% of business owners who have permanently closed all of their office space say there are no benefits to having employees in the office.

The rest still see benefits including:

- Improved productivity (68%)
- Improved creativity (55%)
- Improved communications (52%)
- Improved company culture (41%)
- Improved employee oversight (39%)

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### Challenges for IT Asset Managers




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### Planning Phases

**Problem:**

- IT Asset Managers are not always involved in the early planning stages

**Solution:**

- Get notified and involved in the process early on
- Engage with partners ahead of time
- Experienced partners can help plan more efficient and effective projects




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## Deadlines




**Problem:**


- There are often deadlines and move out activities that make it difficult to schedule

**Solution:**

- Get involved as early as possible
- Be clear about other moving schedules – What about furniture? Are there other activities going on? Does asset removal need to happen before or after?
- Don't schedule the asset removal for the last day!



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## Inventory




**Problem:**


- You don't always have a good inventory of what's in an office

**Solution:**

- Hire a partner to perform an audit, deinstall IT assets and assemble for shipping
- Walk through/audit can be done ahead of the move/redeploy
- Another option – have a partner collect everything, audit at their facility and store everything before you decide on disposition or redeploy



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## Chain of Custody




**Problem:**


- Separation and tracking of asset inventory may be difficult
- This can be challenging if you don't have the accurate inventory and if it's not deinstalled

**Solution:**

- Partner can just scan everything as it's packed – you get a detailed list for chain of custody
- Have a partner collect everything, audit at their facility and store everything before deciding on disposition or redeploy



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## Availability




**Problem:**


- The offices are not always manned, or only manned part-time
- Scheduling on-site pickups can be tough

**Solution:**

- Often requires coordinating with facility management (not your company employee), or a non-IT employee
- Communication is important, so all parties understand what needs to be done, removed, how long it will take, sign off requirements, etc.
- If someone from IT is traveling to the location – coordinate with your partner to meet them there
- For larger asset quantities, a walkthrough can be a good idea at least a few days prior to the collection



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## Location




**Problem:**


- You are not in the same city or region as the offices that are closing

**Solution:**

- Partner can perform an on-site walkthrough, take photos and do an audit



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## Data Security



**Problem:**

- You may have a small window of time to remove, recycle and redeploy assets
- Do not cut corners to save on costs

**Solution:**

- Work with an R2 and NAID-AAA certified vendor to help outline the best course of action for your company
- Leverage on-site audit, chain of custody, store and redeploy services



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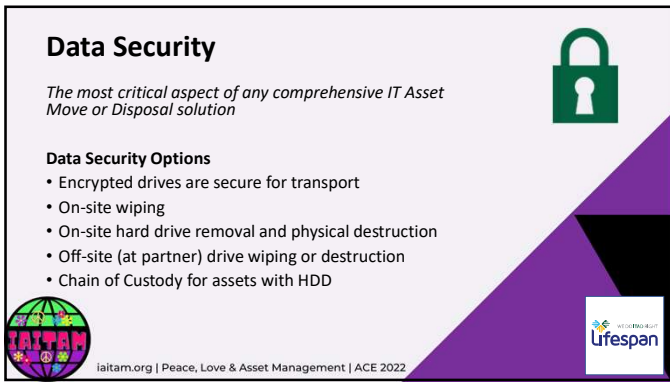
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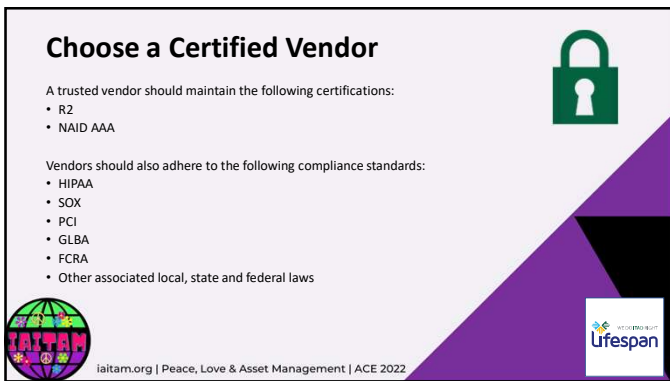
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### IT Asset Redeploy



- A partner can help collect the assets, do an audit & test, inventory them for you, then ship to where you need them either for storage or redeployment
  - Partner can wipe data, so new users have a "clean" device
  - If you decide after the audit, you can't redeploy it, it moves to the re-use, recycle process (disposal)



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### IT Asset Disposal



- Not all assets can't be redeployed
  - If you decide after the audit, you can't redeploy it, it moves to the re-use, recycle process (disposal)
- Responsible Recycling
  - Parts in good working condition can be refurbished
  - Unusable components are separated to yield commodities
  - Plastic, steel, aluminum, copper and precious metals are turned into 100% recyclable products



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### Post-Pandemic Changes to IT Asset Refresh

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**Pre-Pandemic IT Asset Refresh Process**



- Your IT Asset Management Group might have managed:
  - Upgrades, refreshes, repairs, replacements of company IT assets
- This was tasked through help desks or asset management services located within corporate campuses or through local IT technical teams



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**Changes to IT Asset Management**



- COVID-19 forced a transition to remote work and the established IT asset collection process no longer works the same for many IT Asset Managers



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**Post-Pandemic IT Asset Refresh Process**



- Mandated Work From Home (WFM) policies have upended the IT asset collection and disposition process
- The right ITAM/ITAD partner can provide a global ITAD solution to:
  - Retrieve IT Assets
  - Eliminate data
  - Repurpose assets for maximum value
  - Reduce environmental impact while requiring less of your scarce internal resources



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## Next Steps



- Look for a partner who can provide:
  - Flexible solutions tailored to a range of assets management and disposition options across the US and internationally
  - Solutions customized to your requirements and current deadlines



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## Connect with Us




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Let's connect! Want to chat more about these topics? Please send me an email at [vito.arminio@lifespantechnology.com](mailto:vito.arminio@lifespantechnology.com)



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