

Restore
plc

Restore your Business Post Lockdown

Supporting business as
they adapt their workspace
to hybrid, flexible working

We make
YO^R business our business



Records



Digital



Datashred



Relocation



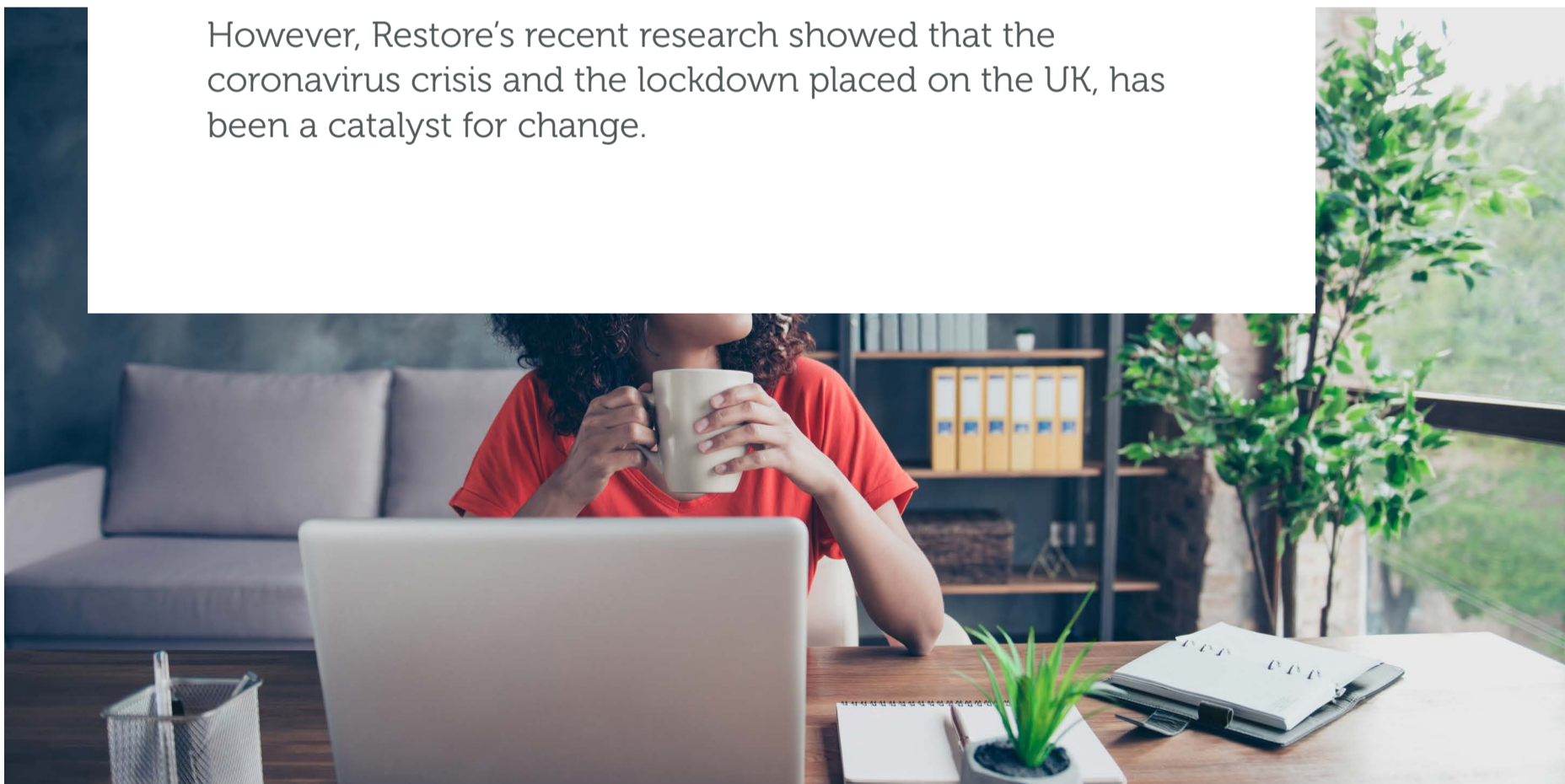
Technology

#RestoreAnswers

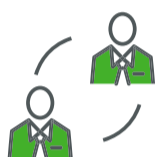
Introduction

Businesses have been on a long-term journey of change for quite a while. Entrepreneurial organisations already use the concept of hotdesking and rented, shared office spaces. Video conferencing was being used but by no means a business staple. Some colleagues were embracing it, and some keeping cameras firmly turned off. In effect just a traditional telephone but through a computer.

However, Restore's recent research showed that the coronavirus crisis and the lockdown placed on the UK, has been a catalyst for change.



Rather than a slow progression to hybrid, technology focussed working over the next five years, businesses are looking to implement it much sooner.



They recognise it may be a necessity to **maintain social distancing** if the economy is to reopen while ensuring individual safety.



They recognise that **large scale homeworking staff** was not a disaster if properly managed and supported with appropriate technology and digital workflows.



They recognised that **the office was still an essential part of the business model**, but could be reduced in sized, or reconfigured to allow more dynamic, flexible working.



They recognised **hybrid working could be an essential part of revising the business model** considering the economic turbulence and be an essential part of restoring their organisation back to full strength and profitability.

However, moving to a long-term hybrid, agile business model is not without its challenges. And organisations are navigating this change, with the following challenges:



Writing a robust business case that proves ROI of moving to a hybrid model.



Reviewing technology to ensure the whole team has appropriate computers etc. to facilitate home/office hybrid, in a cost-effective way.



To ensure data and documents are available digitally and remotely, while with a full audit trail and appropriate permissions.



Robust policies and procedures, from confidential data and data protection. To ensuring CSR strategies remain true and embedded outside of an office environment.



To review **what is kept in the office**, and how it can be reconfigured and downsized effectively.



How to **make substantial office changes**, while not interfering or disrupting the day to day business.

How Restore can help you

Office audit, particularly looking at what can be removed to aid downsizing

The Restore consultancy team can spend time in your office spaces, to review what items could be removed to aid the downsizing and hybrid approach to working.

The team would look in particular at:



Hard copy documents stored on-site. Would they be better:

Put in long term storage

Securely destroyed

Digitised so can be accessed remotely



Desks, chairs etc. If you are looking to reduce, are you looking to sell them, or at least temporarily put them into storage in a clean, climate-controlled environment?



The same with technology, such as desktop computers. If your teams are moving to laptops and docking stations for flexibility, is there technology that could be sold, recycled, or put into long term storage?



Review of current workflows and an agile approach to moving these digital and automated where appropriate.

Reconfigure your office space

Restore Harrow Green is the leading business relocation company. However, we also offer a full range of supporting services, helping organisations to effectively reconfigure their office space. We provide an onsite based team, who work closely with your staff to plan and carry out workplace change requirements as these develop on a daily, weekly, or monthly basis. Ensuring you have the support as when you need it. These services include:



Office moving, including downsizing



Consultancy and support in design the optimal workspace



Contract support



Helpdesk



Space planning



Move management



Audits



Inventory management



Vendor management



Site management



Cost control

We also provide operational support such as:



Dedicated move teams



Furniture supply and reconfiguration



Packing and unpacking services



Building protection



IT moving



Cleaning of existing and new areas



Furniture clearance



Storage

We also provide workspace support to companies looking to move into a co-working environment as well as co-working space providers. Our on-site service handles office changes, furniture installation and IT support among other services. The team can also provide office equipment to support social distancing e.g. desk partitions. These services ensure that all operations run smoothly, and all users receive the level of space management assistance they need in their chosen environment.

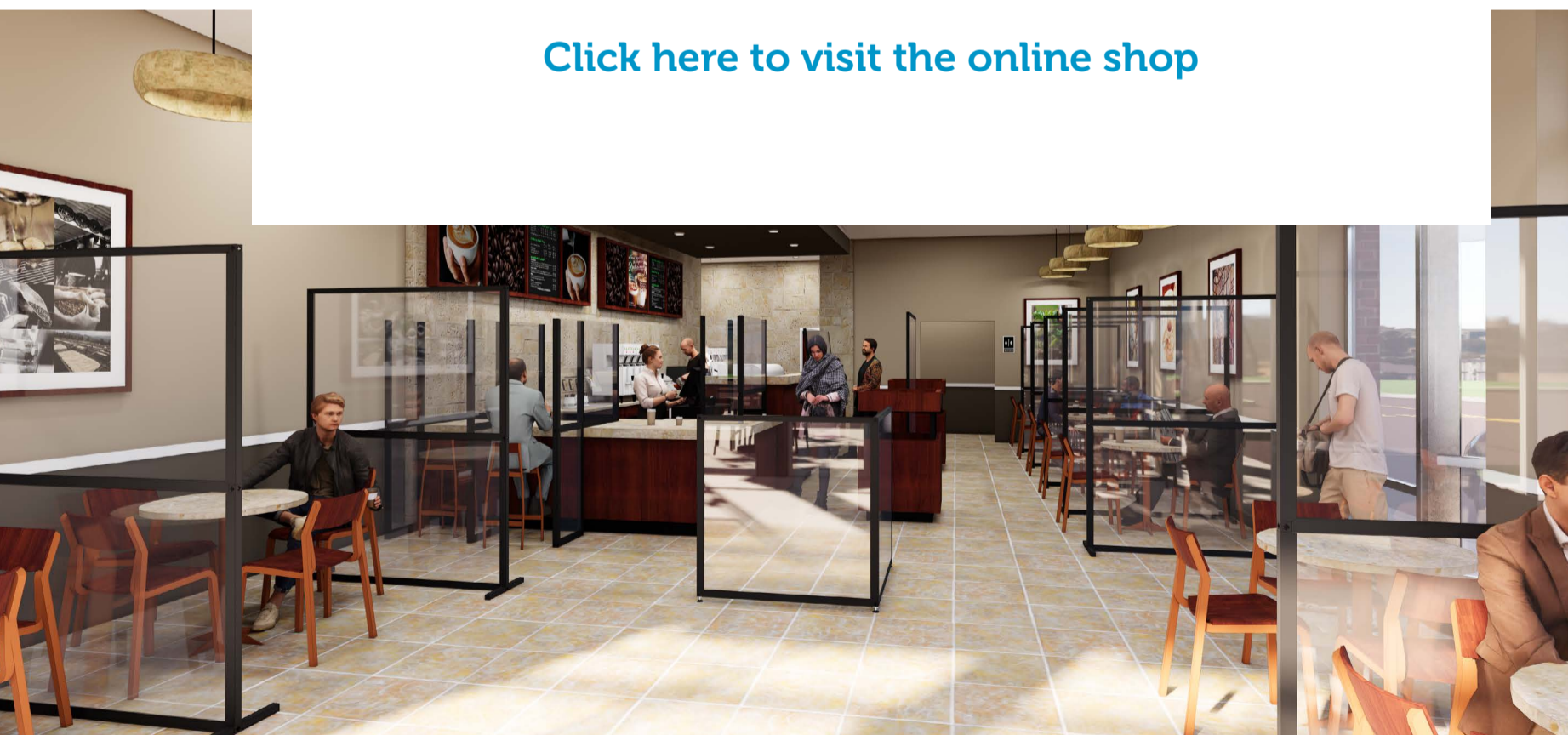
Social Distancing Products for the office environment

Our range of premium solutions allows you to create a bespoke and personalised environment, whilst also recognising the need for social distancing.

Our products and solutions include:

- Desk Dividers
- Desk Partitions
- Freestanding Walling
- Hinged Walling
- Retail Screens
- Signage
- Internal Queuing Systems

[Click here to visit the online shop](#)



Off-site secure storage

Businesses are evaluating their existing office and storage space with a key consideration on the storage and management of their business-critical documents and back-up media. Restore Records Management are the largest UK-owned records management company, storing and managing over 22 million items. We have over 100 specialist storage facilities across the UK offering a localised solution for you.

Customers count on us to help them achieve their goal of maximum space and cost efficiency for their records management. Ensuring the privacy and security of their data, and quick to access their information.



100+ storage facilities, in 44 locations, across 7 UK regions



GPS-tracked collections and deliveries from storage facilities near you



Same day or next day collections and retrievals on request



Secure storage with 24/7 security entry systems and CCTV



Operate to the highest industry standards and accreditations



A stable environment with temperature and humidity control



Desktop control through online tracking software



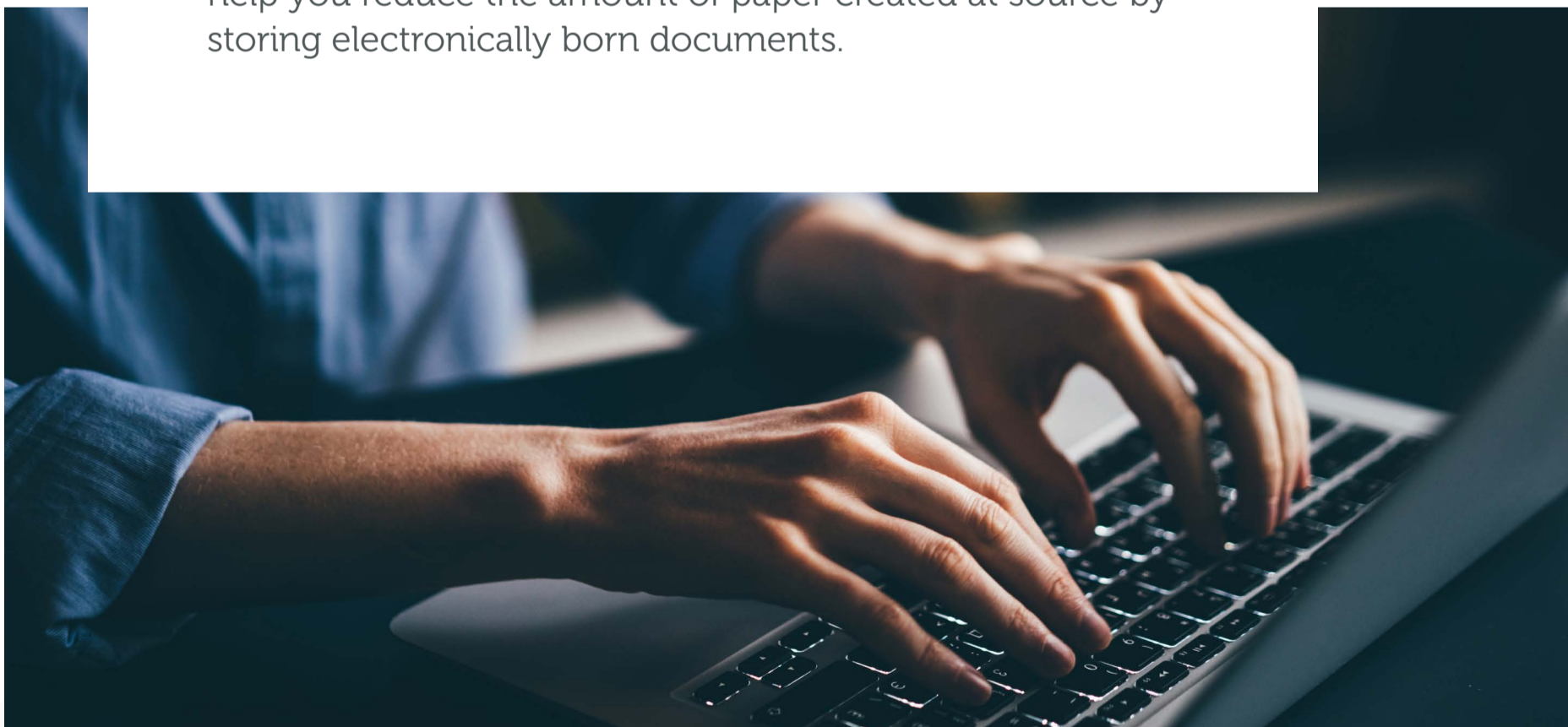
Audit trails and proof of an unbroken chain of custody

Enabling digital working with secure, compliant document management and workflows

Only 18% of organisations consider themselves to be truly paperless. Handling paper can be cumbersome, impede productivity and puts limits and constraints on hybrid, flexible working.

Restore Digital can help organisations by digitising live files or archive documents, making them fully searchable, indexed and electronic.

We can also provide a web-based electronic document management system, DocuWare, that allows remote access to digital documents, with configurable access rights within a team or organisation. Easy workflow automation can map your existing paper routing within the business. And help you reduce the amount of paper created at source by storing electronically born documents.



Mail automation

Maintaining customer communications is vital to every business. Organisations need to have a business continuity strategy for being unable to access or process post.

Restore Digital's mailroom solutions provide real, tangible benefits for your organisation. Automating capture of all inbound postal and electronic items and eliminating the need to open attachments, save or print them.

Restore are aware that for you, the mailroom is less about the solution and how we deliver it, but more about the immediate benefit to your organisation, and how it will improve not only the way you work, but the culture around the creation of paper.



Increase customer satisfaction



Respond faster with automated mail classification & routing



Increase visibility & control



Accelerate transactions



Reduce operating costs



GDPR compliance



Meeting the main principles of GDPR are much easier when records & data are digital



Gain real time knowledge on information entering your organisation



Accelerate revenue streams by making information available & integrated within your internal systems faster



Reduce the costs of sorting, organising and manually tagging documents, enabling focus on revenue generating tasks

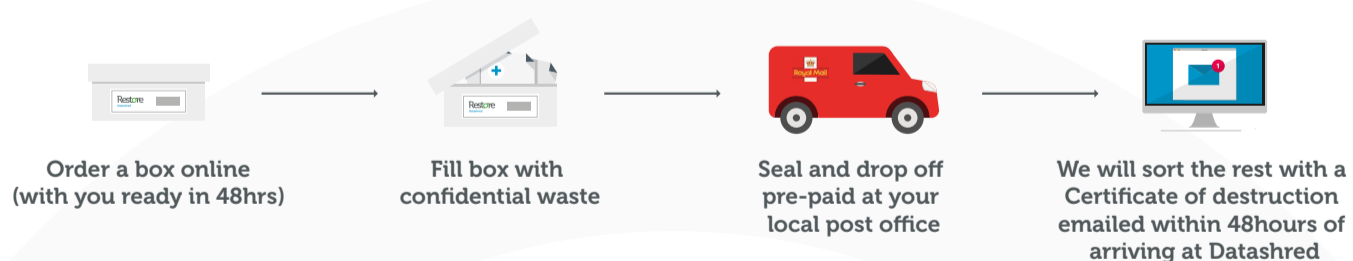
Restore's mailroom operatives are experienced at processing items with complex business rules (cheque processing, cherished items etc). For organisations who need to retain a mailroom within their premises, our consultancy team can deliver hybrid solutions to automate data capture, reducing the overhead needed to process your post onsite.

Our SimplyMail service is a basic digital mailroom. Divert your post to Restore Digital then access it from anywhere. A fully compliant service delivered to agreed service levels. Enabling home and remote working. Quick to set up, document management system (DMS) included. Easy to enhance, with data extraction, workflow and automation.

Confidential remaining confidential

Confidential shredding for homeworkers

In a few months' time Restore Datashred are launching our new services to support individuals working from home. The service is a quick and easy way to ensure confidential remains confidential even at your home office environment.



If you are interested in being added to our waiting list for further information just email customerhub@restore.co.uk.

On-site shredding

Whether your confidential material is in the form of paper records, digital media, uniforms, ID badges or other branded goods, our secure process ensures that all materials and data are strictly contained and controlled.

As the only shredding provider with rating of Excellent from Trust pilot, you can rest assured that your confidential material will be collected by security-checked and uniformed staff, and shredded there and then, in one of our mobile shredding vehicles – guaranteeing that confidential information is destroyed correctly.

Off-site shredding

Our offsite service is designed to offer you a simple and reliable solution tailored to meet the needs of your organisation and guarantees that your company's confidential information will be handled securely every step of the way.

Whether your confidential material is in the form of paper records, digital media, uniforms, ID badges or other items, our secure process ensures that all materials and data are strictly contained and controlled.

Hard drive destruction

Some businesses do not have a hard-drive destruction policy. Even if hard drives are stored in a locked area, if the information is still intact there is a chance that it could be accessed.

Venting all your frustration on your hard drive with a hammer might help you feel better and it might even work theoretically to destroy it enough, but there is no guarantee.

A professional business should really be disposing of documents, data, and hard drives securely and compliantly. Using Restore Datashred, a professional destruction company, will ensure that you are given a Certificate of Media Destruction for your own records.

If your data is classified as Secret or above, we have the premises, processes and personnel approved to handle and destroy any data holding device or media type, to any U.K corporate or government standard

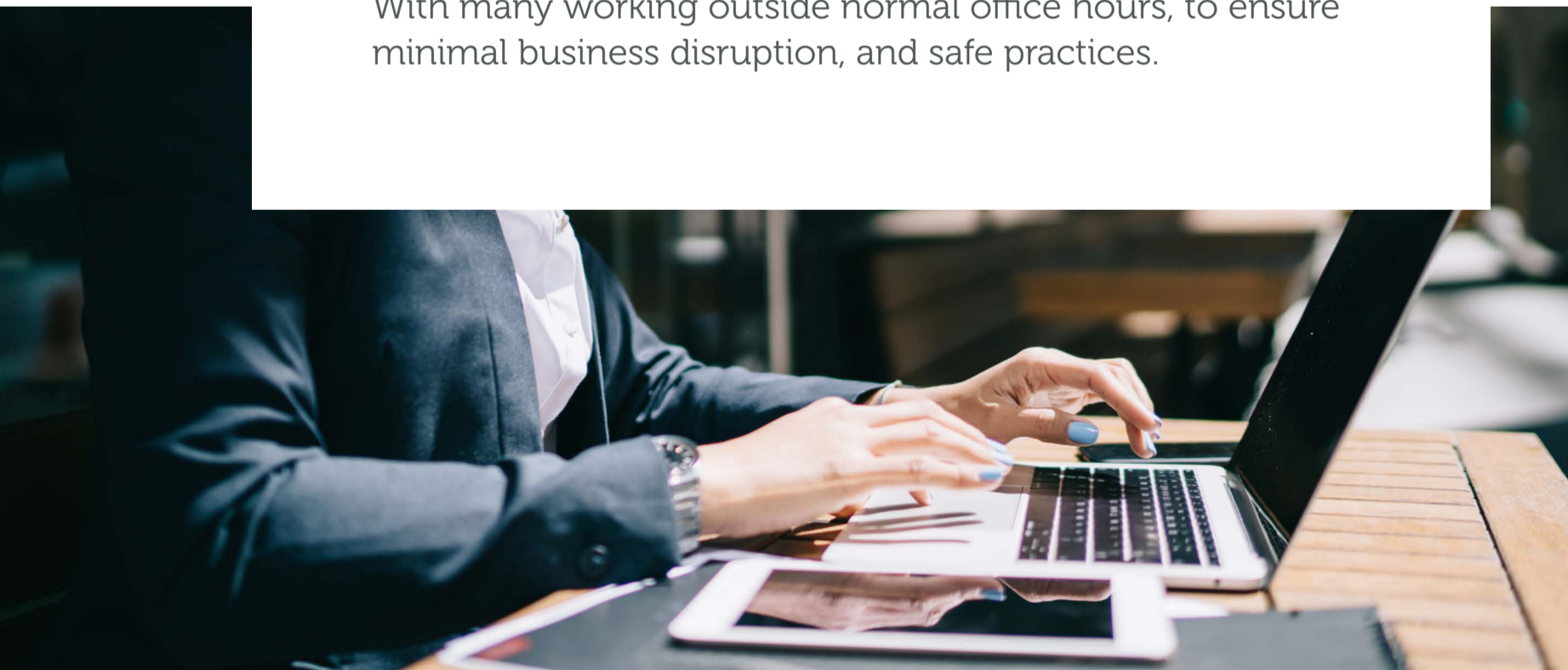


Appropriate, cost effective technology

Restore Technology's suite of services and agile working practices can add additional value as organisations look to restore their business.

As organisations approach the relaxing of lockdown, Restore are aware that our solutions need to be even more flexible to meet the new demands our customers face. With requirements to provide social spacing for desk areas, split shift working and agile working, organisations need a more flexible and interchangeable IT equipment solution.

To support these new requirements, we've developed safe working COVID-19 protocols for our engineers. These enable us to provide our services safely within the traditional office environments, and provide installation, hot swap, and cable management services to homeworkers. Our engineers work flexibly, to the needs of our customers. With many working outside normal office hours, to ensure minimal business disruption, and safe practices.



Homeworking IT solutions

Restore can help ensure your homeworking staff have robust equipment that allows them to work from home regularly. Many organisations quickly enabled their core office to staff to work from home. But as speed was the driver some staff are working on personal devices, or outdated technology that was spare at the time. As homeworking looks set to stay in some form, even if part of a hybrid home-office model, ensuring your team have the right technology is essential.



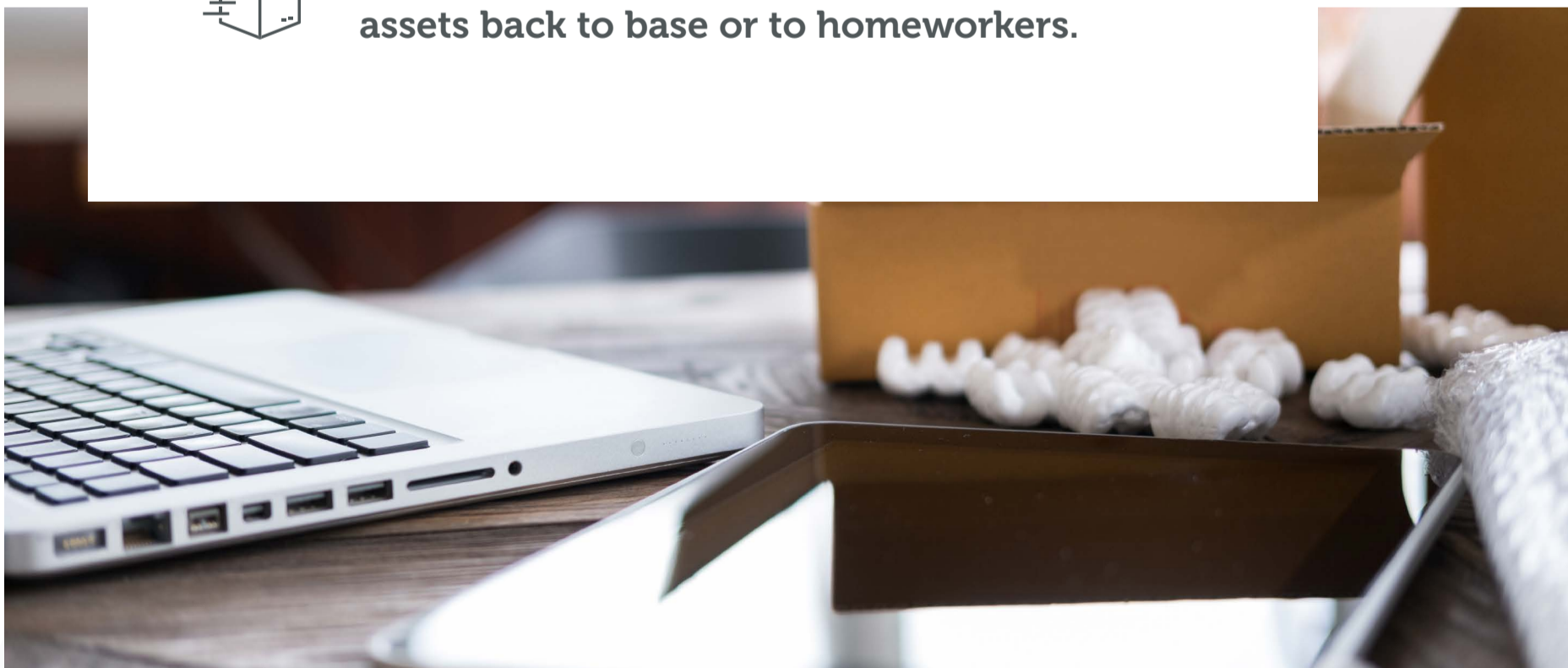
Imaging and deployment of new I.T assets – including storage pre-distribution.



Secure collection sanitisation and disposal of old assets.



Testing, packaging and redeployment of assets back to base or to homeworkers.



Changing infrastructure

Similarly, as organisations look to reconfigure their office space, either to downsize due to home working staff, or to ensure appropriate social distancing, Restore can support you with your IT infrastructure.



Server, IT Desktop & telephony moves.



Small-scale or large-scale refresh projects, data centre or desktop.



Small-scale or large-scale IT equipment deployment and integration.



Dedicated full time on-site support teams.



IT Project and asset management.



Mobile device repair and redeployment.



Extended secure, on-site and off-site destruction service to include any type of data holding asset.

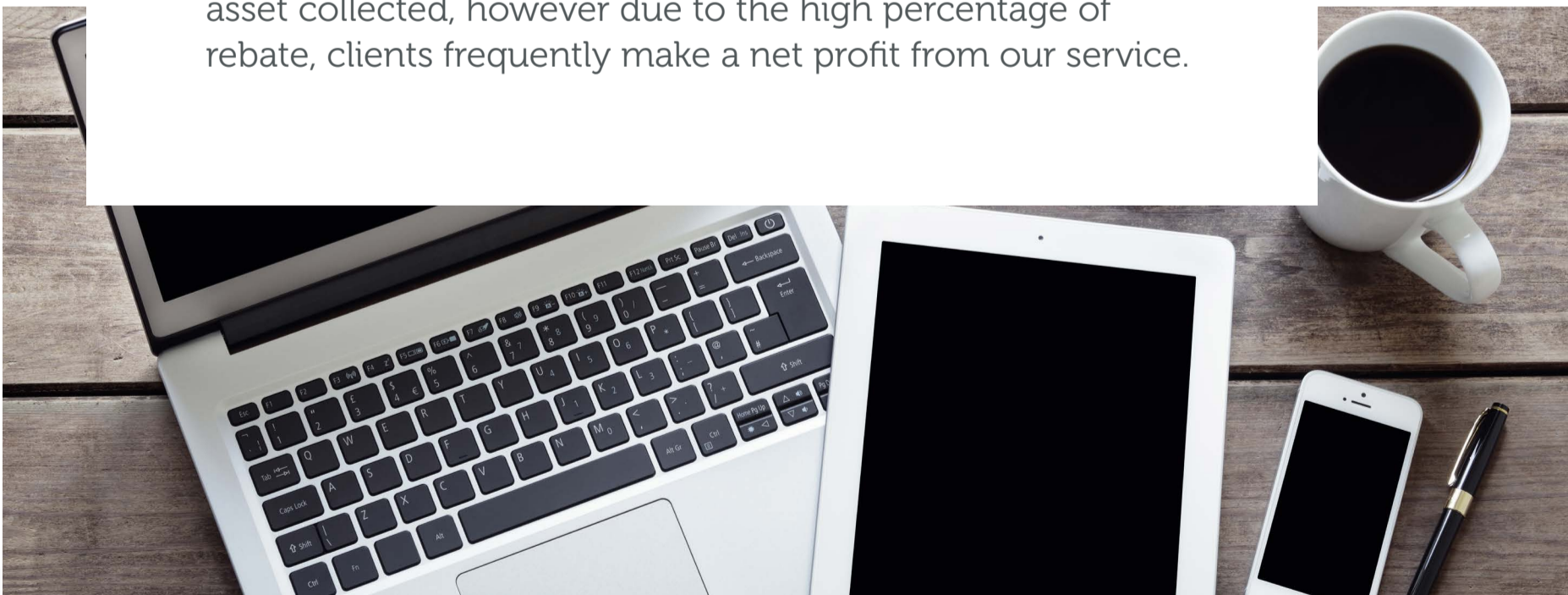
Remarketing and revenue return options are available on all asset disposal projects.

All the above comes with our absolute guarantee that we have the clearances, premises approvals and accreditations to meet any corporate security policy in its entirety.

Redundant technology

Our resale and rebate services include the collection and tracking of your redundant IT equipment, followed by the remarketing of these items wherever possible, with a final rebate to you. These assets can include desktops, laptops, old mobile phones, and everything in between. We can collect your assets at a time that suits you, ensuring minimal fuss, and we meet all compliance and environmental regulations. We will provide you with full certification meaning you have an audit trail for every individual item. As part of this service we offer a convenient service level agreement, which includes the serialisation of your assets, data wiping and reporting, with a remarketing rebate at the end of the process.

We also offer access to Streams® - our bespoke customer service portal which manages all aspects of your service delivery, from housing your documentation (such as certificates of collection, waivers of liability, data sanitisation certificates etc.) to allowing you to quickly and easily track your assets. Please note we do charge a small fee for each asset collected, however due to the high percentage of rebate, clients frequently make a net profit from our service.



Who we are

Restore plc provide office support services to businesses the length and breadth of the UK, covering both public and private sectors.

Here at Restore we strive to provide first-class customer service alongside high levels of security to help you run your business as smoothly and efficiently as possible, with complete peace of mind.

Restore
plc



If you are interested in finding out more.

Get in touch and we'll happily answer any of your questions:

info@restoreplc.com

Join the discussion on LinkedIn:

www.linkedin.com/company/restore-plc/

#RestoreAnswers

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