

SPACE SAVING SOLUTIONS!

Profile Systems Storage consultants will assist your organisation in maximizing floor space whether you are relocating or staying in your existing office space. We send in a team of professionals to conduct the audit in minimal time with minimal disruptions. They'll examine your current practices and from there develop a strategic plan that provides recommendations and solutions to any existing filing, storage or space problems. This will ensure that when you are relocating you have an exact quantification of your existing storage so that you don't over purchase on cabinets while at the same time providing you estimated budget costs.

Your File Storage & Audit Includes:

- Auditing your current storage capacities and providing you with recommendations to ensure that sufficient space is allocated along with allowing room for future growth.
- Recommend ways to create an efficient system in each department for access and retrieval of filing/storage, plus the reuse where needed.
- Meet with key personnel in each department to understand criteria for filing and storage system design and space planning.
- Quantify existing filing.
- Supply a written report relating to the findings for each department and assist on overlaying onto plans, which is binded and presented to the client.

