



You might not think you need a full facility assessment, but you do

AN INDUSTRY EXPERT TOURING YOUR FACILITY WITH FRESH EYES CAN FIND WAYS TO SAVE YOU MONEY AND TIME

A full facility assessment isn't just a way for us to get to know your business; it's also a way for you to look at your facility with fresh eyes, address long-term pain points, and find ways to save time and money.

During a facility assessment, a facility solutions expert will conduct a walkthrough of the building with you and look for opportunities for savings, efficiency, and increased productivity.

"Our facility solutions consultants are experts in the industry," says Eric Peabody, VP/GM of Facility Solutions at Staples. "Most of our consultants have deep industry knowledge and have worked in the industry for 10 to 15 years. They are true subject matter experts who understand how people, products and processes work together to deliver high quality results and they are really able to come in and deliver that knowledge for our customers."

EXAMPLES OF PROBLEMS AN ASSESSMENT CAN IDENTIFY INCLUDE:

- In restrooms: A facility solutions expert will look at toilet tissue (does it run out quickly?), paper towels (are you using an efficient dispenser?), soap (does it stay fresh and refilled?) and can liners (they are the right size?).
- Across the facility: Could your staff save time by switching vacuum technology? (A backpack style vacuum means less plugging and unplugging).
- In the break room: The choice of coffee setup, plates and cups, and utensils can all have an impact on your bottom line — and your employees' productivity.

"We are looking at everything from personal workspace cleaning products like hand sanitizers and wipes to commercial cleaning products used by the pros. We can assess the type of coffee brewers used, and the doormats at the entrance for a complete picture of your facility's needs," Peabody says. All offer opportunities for savings and consolidation.

In fact, there are opportunities for cost and time savings in every corner of your building, if you know what you're looking for. A facility solutions expert does.

WHAT TO EXPECT: A visit catered to you and your business

During the facility assessment, the facility solutions expert will initiate a discussion about your current facilities program and then accompany you on a walkthrough of your facility.

"We sit down with you and have a conversation. We want to hear, 'This is what I'm experiencing, this is where I need some help,'" says Peabody. "Maybe you want to consolidate vendors, maybe you haven't revisited your facilities supply program in years and want to see what's out there. Maybe you have a specific problem. We can prescribe solutions."

 Staples™

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RISKS OF NOT DOING A FULL FACILITY ASSESSMENT

We know that facilities products are a small part of your budget; the oft-cited industry figure is just 10 percent. We also know streamlining your supply process can eliminate some of your worst headaches and reduce labor time and costs. A trained facility solutions expert can prescribe solutions to those headache-causers, saving you time, money, and pain.

The risk of not doing a full facility assessment is the status quo. The complaints you get like clockwork? (The toilet paper is too rough, we're out of paper towels) You'll still get them. The hours your staff spends swapping out supplies instead of, say, cleaning the carpets? Will continue to be lost time. The products that walk out the door? Will keep walking.

THERE FOR EVERYONE

Staples and its facility solutions experts have experience working with nearly every kind and size of business there is.

"We do 50 of these site assessments every week across the country, in every type of facility you can imagine," Peabody says. No two facilities are alike, so we are continually adding to our knowledge base and expertise by performing these assessments. "Our customers include schools and universities, fitness facilities, healthcare facilities, manufacturers, office buildings, retail outlets, daycare facilities, theme parks. You name it, we've done an assessment there and always found ways to improve the facilities processes."

Whether you are responsible for a 5,000 square-foot office space or 10 million square-feet of manufacturing facilities and warehouses spread over several properties, a full facility assessment will help identify opportunities for improvement and create a personalized program to help you standardize, consolidate, and reduce your overall operational costs.

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