

HAS OFFICE STORAGE REACHED THE END OF ITS SHELF LIFE?

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1

NEW WAYS OF WORKING

The type of work we do and how we do it is constantly changing and improving. For many of us, advances in technology mean we don't need to be limited to a desk in an office and can work from home or on the move from a variety of locations with access to important files and documents from the cloud. What's definitely not needed are rows of cabinets and shelves crammed full of files taking up expensive office space.



2

1 MILLION METRES OF SHELF SPACE IN USE

Scotland's public sector uses around 1 million metres of shelving. That's the same as 1,000km (or roughly 800 miles) which would stretch from Edinburgh to London... and back again.

Good practice is now proving we only need 1 metre of shelving per person compared to 3 or 4 metres used by many working in the public sector.



5

BUT THERE'S STILL WORK TO BE DONE

While a huge amount of money has been saved, this is just the tip of the iceberg. SFT estimates the 1 million metres of shelving could be halved, helping Scotland's public sector become even more efficient and generate greater savings.



4

IT'S GOOD TO SHARE

In achieving these savings, some public bodies, who have surplus storage, have taken the bold step of opening their facilities for others to use. Take Dundee City Council for example; it's sharing surplus space with University of Dundee, NHS Tayside, Scottish Fire and Rescue Service, NHS Fife and Police Scotland and other public bodies are following their lead.



3

MOVE IT!

Moving files from expensive offices to much cheaper storage facilities creates new space which could be used more effectively, and allows valuable documents to be stored more appropriately. The public sector is already doing its bit, and over the last five years has saved well over £200m by implementing office efficiency measures which include changing how and where files are stored.

