

+ RECORDS. RELOCATION. ORIGIN EXIT.

PROTECT THE RECORDS. CONNECT THE MOVE. CONTROL THE OFFICE EXIT.

ASI connected records preparation, office relocation and defined exit work across First American's Sun Valley-to-Burbank transition.

PACK

RECORDS PREPARATION

MOVE

OFFICE RELOCATION

EXIT

DEFINED ORIGIN SCOPE

OVERVIEW

CHALLENGE

A dense records environment and office move carried different handling needs. The transition also required origin furniture removal, power disconnect and defined loadout and disposal responsibilities.

ASI APPROACH

ASI connected records packing, relocation and the defined origin decommission, separating microfilm disposition from general furniture removal and coordinating the carrier, field and disposal interfaces.

RESULTS

- Records packing and office movement coordinated.
- Origin furniture removal and power scope connected.
- Microfilm handling kept distinct from general disposal.



IN PROGRESS

FIRST AMERICAN | SUN VALLEY TO BURBANK

The coordinated assignment joined records preparation and office relocation with the defined Sun Valley exit work. ASI connected packing and carrier handling, cubicle and furniture removal, power-disconnect responsibilities and separate microfilm disposition services.

PROJECT INFO

CLIENT

First American

LOCATION

Sun Valley to Burbank

RECORDS

Packing and handling

MOVE

Office relocation

ORIGIN EXIT

Furniture and power

DISPOSITION

Separate microfilm scope

+ THE INTERIOR SCOPE

DENSE RECORDS. DIFFERENT PATHS. ONE COORDINATED TRANSITION.

The existing cabinet and records environment explains why this was more than a standard office move. Packing, workplace relocation, origin removal and microfilm disposition had distinct handling paths that needed to stay connected.



RECORDS

PACKING AND HANDLING

WORKPLACE

OFFICE RELOCATION

ORIGIN EXIT

REMOVAL AND DISPOSAL

SEPARATE THE HANDLING PATHS

Records preparation used packing materials, cartons, pallets and coordinated labor. Office contents and cabinets followed defined carrier scopes, while microfilm handling and disposition remained separate from general furniture disposal.

KEEP THE ORIGIN EXIT CONNECTED

The decommission joined cubicle and furniture removal, defined power disconnect and a final broom-sweep requirement. Truck-based disposal for the defined removal scope needed clear loadout responsibilities within the connected field plan.

+ THE OUTCOME

RECORDS AND WORKPLACE SCOPES. CONNECTED THROUGH THE ORIGIN EXIT.

ASI brought records packing, office relocation and the defined origin exit responsibilities into one coordinated assignment. Separate microfilm services kept specialist disposition work from being confused with ordinary furniture disposal.

PREPARE

RECORDS FOR HANDLING

Packing labor and materials supported the dense records environment.

CONNECT

MOVE AND ORIGIN EXIT

Office relocation and origin removal were coordinated as related responsibilities.

SEPARATE

DISPOSITION PATHS

Microfilm services remained distinct from general furniture handling and disposal.

WHAT THE PROJECT DELIVERED

RECORDS PREPARATION

Packing and protection were tied to the records and cabinet handling scope.

OFFICE RELOCATION

The workplace move connected the Sun Valley origin and Burbank destination.

ORIGIN REMOVAL

Furniture and cubicle clearance connected with defined power-disconnect and disposal responsibilities.

MICROFILM DISPOSITION

Separate microfilm handling and disposition services were coordinated within the broader transition.

ONE ACCOUNTABLE PARTNER.
FROM RECORDS PREPARATION THROUGH ORIGIN EXIT.

DELIVERY RESULT

ASI connected records preparation, office relocation, defined furniture and power exit work, and separate microfilm disposition services across the Sun Valley-to-Burbank workplace transition.

PLANNING A COMPLEX WORKPLACE TRANSITION?

[ASICOINC.COM](https://asicoinc.com) | PROJECTS@ASICOINC.COM

