
ADDLESHAW GODDARD

When Addleshaw Goddard moved into newly refurbished offices at architecturally iconic Milton Gate in the City of London in August 2009, document storage (which had become a major headache at their old offices) was top priority.

Addleshaw Goddard is a leading law company employing around 450 staff in the London office and they regularly have staff visiting from their Leeds and Manchester offices. The new offices are spacious and impressive from both the exterior and interior, reflecting their professional services. Lee Oxley, Head of Offices Services, needed to ensure that the new storage sourced for Milton Gate would be able to cope with demands now and in the future. Working closely with Mal Scullion, Records & Archiving Manager and the Records Team a great deal has been achieved in a short time-scale.

Previously, storage had become a problem at their cellular offices, with files being stored on desks, against walls, in overflowing cabinets and on the floor. "It was organised chaos", Lee Oxley admits and a solution had to be found. In fact, it was estimated that nearly 5,000 linear metres of document storage needed to be reduced down to a target of 2,225 linear metres – a seemingly impossible task the experts said. However, this was a task that Lee Oxley and Mal Scullion, along with the Records Team were prepared to take on. A lot of hard work has paid off and they actually achieved a capacity quite a bit lower than the original target figure.



Lee Oxley states:



"The move and consolidation of our two London offices into Milton Gate represented an opportunity to radically change our process of filing internally, as we had to be different to make the most effective use of our space both now and for the future. All the parties involved in the tender process were clear in understanding the individual filing limitations and this was key to a successful deployment of the new filing strategy."

"Qubiqa's response to that tender was innovative and their pricing competitive. Our decision to introduce the SHADE E9000 Electronic system fitted our requirements of functionality and aesthetically complimented our new surroundings. Qubiqa also went a stage further by sourcing and providing a different type of file we required to ensure the new filing strategy was successfully deployed both prior and following our move. It is fair to say that our new filing strategy would not have been a success without Qubiqa's involvement in the project".



ADDLESHAW GODDARD Continued....

Qubiqa were chosen to supply and design the storage solution and the reasons were as follows:

1. Cost.
2. Qubiqa could supply a turnkey solution combining a storage system which has the ability to link software with the supply of bespoke files/folders.
3. The superb aesthetics of the Qubiqa system with end panels designed by Jacob Jensen Design which enhance the working environment.
4. Qubiqa were able to work to a tight deadline – the system was installed in June 2009 and staff relocated in August 2009.
5. The numerous features & benefits of Qubiqa's systems, especially safety and the ability to link to a database.
6. Having made visits to other Qubiqa installations and after speaking with the end users and seeing the systems in similar environments, they were very impressed.

Qubiqa have installed **two** identical **Qubiqa Shade E9000 Electronic** Systems on **each floor** on 4 levels in the building. Each system has the added benefit of integrated Automatic Lighting (where the light comes on above the aisle that is open) and a special RAL colour was chosen for all the Qubiqa shelving in order to blend with the office furniture. Metal file dividers are used to help keep the documents upright - the systems are currently only 55% full to allow for future growth.

Mal Scullion and his team have worked hard to implement a new file tracking system for documents using barcodes and colour coded folders, supplied by Qubiqa as part of a turnkey solution. Now each member of staff is allocated 2 linear metres of storage space at their desk, plus 3 linear metres in low level cabinets and a further 3 linear metres in central filing, making a total of 8 linear metres per person. The Qubiqa solution was designed around this capacity, which is currently not fully utilised to allow for future growth.

Mal Scullion, Firmwide Records & Archiving Manager, states: "The ability to configure the system and shelving to our requirements demonstrates the flexibility of Qubiqa's solution. This has allowed the team to meet specific filing needs for each division, whilst still providing a consistent service and meeting stringent timescales."

Additionally, in the basement at Milton Court is the secure deeds storage area (total capacity 1,148 linear metres). Only the Records Team have access to this secure area with key cards and it is also gas suppressed in case of fire. **Qubiqa's Shade M9000 Mechanical Storage System** was chosen for this area which has a low ceiling height due to cables and ducting. The mobile shelving in this area allows adequate space for future growth too.

