



ELECOMPACK

CASE STUDY 76ProductsCompany Costa Mesa, CA



Ernie Vitucci, Manager of Administration with 76 Products Company, needed to relocate 750 people and all their related furniture and filing needs to their new facility in less than six months, making room for an additional 100 employees a few months later.

76 Products Company, a division of UNOCAL, is responsible for the administration of more than 1400 service stations throughout the western United States from their headquarters in Costa Mesa, California.

As Mr. Vitucci helped plan this huge undertaking, he quickly discovered several problems with their present filing and storage equipment. Many of the existing file cabinets were old, worn, and simply outdated. There were several sizes of media and filing folders which were frequently stored in the wrong sized cabinet.

Undoubtedly the biggest problem was that the existing equipment was "housing" 12 miles of files and that the filing space allotment in the new facility would only allow for about half of their records even with new equipment.

Given the 'fast track' nature of this project, Mr. Vitucci recognized the need for outside expertise. He called on Sharon Hyder & Associates in Glendale, California to survey the existing files and equipment and develop a plan that would allow all required files, data and information to be accommodated within the new facility.

The extensive survey analyzed 44 departments and 22 file rooms, resulting in four options to be considered and utilized: discard records, use off site storage,

move to high density shelving and use electronic storage.

High density shelving (rolling files) were chosen for 18 of the 22 file rooms primarily due to their efficient use of



floor space and their ability to provide quick and easy access to files. Once the concept of movable shelving was decided, the supplier had to be selected. After evaluating the industry rather thoroughly, the recommendation was made to use the Elecompack Mechanical Assist product.

"The Northridge quake was still fresh in everyone's mind. Our investigation revealed that several other brands of high density storage products had failed during that earthquake while Elecompack installations went unscathed" states Ms. Hyder."

While high density shelving would accommodate the majority of files in the new facility, there were additional requirements for static shelving, lateral sliding files, rotary speed files and electronic filing. "We felt it was important that one company should be responsible for supplying all the filing equipment and we made this part of our bid specifications" said Mr. Vitucci. They selected Document Control Solutions (formerly Advanced Office Concepts).

"We are extremely pleased with the final results" said Mr. Vitucci. "The entire team combined to provide us with an attractive, functional, and A.D.A. compliant installation which was completed on time".