



*Your Workplace Solutions Case Study*

**How we relocated Celgene's 400+ staff to Bristol Myers Squibb's newly expanded office location with only 0.4% waste.**

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*Thank you Paula and team for delivering a successful project for Bristol Myers Squibb and Celgene UK, Your Workplace Solutions work with care and with sustainability, with client satisfaction at the forefront.*

## The Brief.

In 2019 pharmaceutical giant Bristol-Myers Squib (BMS) acquired Celgene. Our brief was to consolidate their two office locations into one newly expanded facility in Uxbridge, London, relocating over 400 Celgene staff in accordance with BMS's refurbishment and expansion plans.

We provided project management services from the early planning stages, taking care of the offsite furniture storage and removals at the BMS site ready for construction works. This was followed by the clearance of all furniture and office equipment and the complete closure of the Celgene site. This was all achieved in line with the client's project programme and timescales. We minimised waste by recycling unwanted furniture and donating unwanted office equipment to local charities and schools.

And we managed the whole project while complying with government COVID-19 restrictions.

### SIZE

**74,954** SQ  
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### COMPANY

**Celgene &  
Bristol-Myers Squib**

### INDUSTRY

**Pharmaceuticals**

### LOCATION

**Uxbridge, London  
(across two locations)**

### WHEN

**Nov 2020 – Nov 2021**



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*All of our personal crates were packed with care and the majority were sent and retrieved from storage. Everything was done with so much attention to detail and I was kept informed every step of the way with regular project reports.*

## The Project.

### Phase One

**Ground Floor planning and furniture removal**  
YWS played a pivotal role during the early stages of planning by liaising with the client's project team, the appointed architect, and the facilities manager. We helped to determine which furniture was to be disposed of and which was to be stored offsite. We project managed the entire process from removals, to sourcing an appropriate offsite storage solution, transportation and recycling. This was all in accordance with the project team's timescales and we remained flexible at all times to meet this.

### Phase Two

**Personal packing**  
Due to COVID-19 restrictions, employees were not permitted on site to clear their own office space. This wasn't an issue for us, and we packed 400 individual workstations, kitchen equipment and communal areas into crates. We made contact with employees, organised transport routes and personally delivered 160 personal boxes to employees' homes.

### Phase Three

**Floors 1 and 2 furniture removal**  
YWS worked closely with the client's architect and construction company to move and store furniture onsite. Furniture was stored on the designated floors, often at reduced capacity and moved in accordance with the refurbishment schedule. We recycled any unwanted furniture and sourced and liaised with multiple charities to donate furniture and office supplies.

### Phase Four

**Departmental office clearance**  
YWS was the single point of contact for all 400+ staff. Departmental ambassadors were appointed, and we supervised staff attendance in line with continued COVID-19 restrictions. We planned and coordinated all removals and supervised the off-site archiving of 740 boxes and managed the spreadsheets with the US to meet their records retention guidelines.  
  
In addition, we managed suppliers on the client's behalf, including catering, cleaning, security, health and safety.

### Phase Five

**Final office clearance and closure**  
YWS was responsible for the full building clearance. This included running weekly virtual workshops with all departments, particularly IT.

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*Paula's attention to detail and sustainable approach to leading my project was key. She ensured that 100% of our unused furniture went to charity or recycling, and she also contacted local charities such as the women's shelter to donate our consumables including tampons and stationery.*

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*The YWS team was crucial for our office moves to be completed successfully.*

## The Results.

**99.6%**  
waste recycled  
and donated

**Only 2**  
waste management  
containers used

**79,459kg**  
of furniture diverted  
from landfill

**70,702 kg/CO<sub>2</sub>e**  
saving

Waste diverted from landfill  
by recycling or donating

**277** chairs

**718** desktops

**248** pedestals

**559** storage units

**449** computer screens

Charities/schools donated to;  
The Hope Hub, British Heart Foundation,  
Churches Together Food Bank,  
Ryefield School, Collingwood College,  
The Salvation Army, Business 4 schools,  
Claxton House Community Centre,  
Crawley Ridge Junior School.

## About Us.

Your Workplace Solutions Limited (YWS) is an exciting new concept in office procurement and end-to-end project management. We are here to take care of all your workplace projects, whether you want help with ongoing facilities management or would like us to manage the complete relocation of your office.

We've got over 26 years' experience, so we understand exactly how important it is to our clients that we handle their projects with professionalism and that they are delivered on time and in budget. We'll give you a single point of contact, then we'll work with our network of tried and trusted suppliers and contractors to ensure your completed projects exceed your expectations.

Sustainability is high on our agenda and we do everything we can to minimise our impact on the environment.