Mr. Gableman,

After spending time in the office and with Zak, the following are areas that I feel are in need of upgrading.

I have prioritized them according to what I feel are your most important areas and the areas that will benefit you the most.

1. Security - due to the sensitive nature of your business, the front door should automatically lock. Perhaps there could be an intercom in Zak's office in order to answer anyone who might need access or an access code for those who frequent the office.

You can purchase wireless doorbell intercom systems from Amazon for $54.99

Automatic locks for glass doors are quite pricey. The only ones I found were from Ozone, located in India and are upwards of $10,000 or more. If you just got the intercom doorbell and kept the door locked at all times, making sure everyone in the office is on board with that protocol and has a key to gain entry, it would be sufficient.

2. Organization for files, letters, subpoena's, confidentiality agreements, articles, investigative reports as well as speech's which you may want to refer to at a later date. I showed Zak a few ideas for files for Mr. Gableman's office, I also put links or pictures below for your ease of reference.
I also believe you should have a credenza, or lateral filing cabinet, this will allow you to have files stored that you may have to refer to but don't necessarily need daily. It also gives you added work space. $45 Used office Furniture Store.

HERMAN MILLER Lateral Files 2H 36W Soft White
HERMAN MILLER Lateral Files 2H 36W Soft White
HERMAN MILLER Lateral Files 2H 30W Soft White. Great deals on used, new, and refurbished office furniture from A...

You will also need hanging file folders together with manila file folders that can be labeled for content.

Hanging file folders can be purchased through Amazon, and are priced as low as $9.56 for 25 folders.

Manila file folders can be purchased through Amazon, and are priced as low as $11.12 for 100 folders.

3. The office for the Investigators and Analysts, this is pretty clear, you need three desks, three chairs, and three whiteboards. However, I believe that will become a gathering point when something needs to be discussed and I think a table and chairs that can accommodate up to 6 people should be added together with storage for them. The lateral filing cabinets above would be ideal and priced at only $45 would be financially affordable.

Desks - We discussed renting furniture and I have a few links, but could not get pricing without calling. I am happy to do this on Thursday if needed. I also have a few links to used office furniture that may be useful if renting is too expensive.

Rent Furniture in Brookfield, WI | CORT Furniture Rental
Rent Furniture Online | Brook Furniture Rental

Best 30 Office Furniture Rental in Brookfield, WI | superpages.com

also, you may want to look at the Wauwatosa Habitat for Humanity Restore. They have a lot of inventory to look through. I am not sure if they deliver, but if you find some items there, I have a son with a pickup truck that would be willing to donate his time for a good cause.

4. Communication - A white board calendar would be a helpful tool to know what is happening at a glance. Zak suggested this as an ease of reference. Also, a corkboard for pinning any items as reminders.

A conference call puck. This will ensure a seamless conference call with no dropped calls; no bad reception; volume control better than a cell phone; I highly recommend this! You can purchase one from Amazon for around $100 but it is money worth spent.

freeconferencecall.com. Zak says he has this. It is important for Mr. Gableman to be aware of the call in number and code for all his conference call needs. If it is helpful, this can be printed and pinned to the corkboard for ease of reference. Also having the number and code stored into your contacts on your phone for the times you are away from the office is handy.

Zoom conference call capabilities. - Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom
Social Media. It is important to get a twitter account. This can be done anonymously if you prefer but following people who may be of interest in the audit to see what they have to say, as well as colleagues can be a helpful tool.

I would also recommend getting a high functioning printer. You can purchase these from Amazon for under $300. The difference in quality printing is immeasurable.

5 Reception Area - Zak said the person in the office space that is long term tenant's are going to be putting in a reception area. It would be wise to speak to them to find out how soon they are going to proceed with this plan. Also to determine if they are going to hire a receptionist. Is this receptionist going to answer calls, greet clients or do any type of work for your offices? I believe that area needs to be set up as soon as possible. When this area is set up and functioning, it will make the office flow with ease. There needs to be someone there to do the front office tasks. It will be more professional looking and feel more professional for the office staff.

The closet where the printer currently is - If you are unable to move the printer to the reception area, then a sofa table would be a perfect solution. It is narrow enough to fit in the closet and will allow storage for paper underneath. These are reasonably priced and often can be purchased used.

The cubby space across from Zak’s office. Zak indicated he would like a cabinet in that space so he could put office equipment on it. I think it would make a great use of “dead” space and allow for more storage.

Waiting area - I didn’t see a place for people to sit and wait. Zak indicated that there are 4 waiting room chairs but they have been taken into the offices for one reason or another. Each office should have two chairs for people to sit and the waiting area should have 4. I also recommend having a table in between each set of two so anyone sitting there could place a cup of coffee or paperwork they may be looking at or holding.

Kitchen - A refrigerator is going to be necessary moving forward. You can get a nice used one from just about any appliance store. I also recommend a table with at least two chairs and Zak suggested some dishes.

Subscriptions - below are a list of useful subscriptions to consider

Wiseye - Zak indicated he has the $10 monthly subscription to this. Mr. Gableman should have log in information.

Journal Sentinel - It was indicated you have the $1 online subscription

Wispolitics.com has videos that might be useful to watch.

Office supplies - I have listed below some office supplies you may need.

- pens
- printer paper
- legal pads
- staples
- paper clips
- binder clips
- black markers
- highlighters
sticky notes
- toner cartridge for printer (always need 1-2 on hand)
- toner drum for printer (always need 1 on hand)
- an electric stapler (only if budget allows)
- an electric hole punch (I recommend this if you use a hole punch daily)
- Business card holder at front reception.

If you have any questions or would like to add additional information, you can reach me at [redacted]

Sincerely,

Darlene

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.