Office Storage

General

This Workstation Guide provides general information on planning your office storage needs. We recommend contacting our furniture design consultants to receive specific assistance during all phases of planning your office, workstation and common access storage needs.

General Storage Considerations

Planning for storage in the office environment involves input from all areas and the personal in each area. A properly planned information storage environment will make your company more efficient and structured. Planning for material storage starts at the office and workstation levels, where printed information is essential for performing day to day functions. Planning for storage for the next level up is to plan for general storage within a department or area. General storage planning includes a company wide storage plan and includes long-term or off-site storage. Planning for storage involves evaluating the following areas:

- Workstation

- Private Offices

- Departmental / Company Wide

- Supplies

- Conference or Training Rooms

Types of Storage

Office Storage Solutions

Office storage in the workspace involves three basic types. Filing of document, binder and reference information makes up the majority that is used in the office. Other types of storage include office supplies, equipment and other items that are commonly used.

Vertical Files

Vertical files are available in either letter (15"wide) or legal width (18"wide). Most manufacturers offer two, three, four and five drawer units. Depths are between 24"to 28". Hanging files are positioned front to back. Most files are metal, but some manufacturers offer wood and laminate files as an option.

Tips

- *Vertical files are the most cost effective means of hanging file storage.*

- *Most manufacturers offer vertical files with or without locks. Be sure to specify if a lock is required.*

- *Vertical files are available in fire file models, protecting your data from fire or where a more secure storage application is necessary.*

- *Many manufacturers offer "Keyed Alike" programs. This would allow multiple vertical files to use one key.*

Lateral Files

Lateral files have become the preferred style of hanging file storage. Common widths are 30", 36", and 42". Most manufacturers offer two, three, four and five drawer models. Lateral file depths vary with each manufacturer, but are typically 20"deep. Locks and bars to hang filing are usually standard. Lateral filing can accommodate both legal and letter size by adjusting the position of the hanger bar located in the back of the file. Most manufacturers offer both fixed or receding drawer fronts. Lateral files allow the hanging folders to be positioned either side to side or front to back . 42" wide units work the best for front to back filing. Lateral files are available in metal, laminate or wood.

Tips

- *Many manufacturers offer "Keyed Alike" programs. This would allow multiple lateral files to use one key.*

- *Some manufacturers offer files that have a higher drawer size as a standard design. This allows binder storage in the higher drawer.*

- *Lateral files are available in fire file models, protecting your data from fire or where a more secure storage application is necessary.*

- *Most manufacturers offer storage cabinets that are positioned over lateral files for additional binder or supply storage.*

Storage Cabinets

Storage cabinets allow secure storage of binders or supplies. Most units are 36"wide and are available in 20"and 24"depths. Most storage cabinets have adjustable shelves. Storage cabinets are available in metal, wood and laminate finish options.

Personal Storage Towers

Personal storage towers provide wardrobe, cabinet and filing solutions in one cabinet. Personal storage towers are usually available in 36" widths and are typically 24"deep. Personal towers are used in both workstations and in private office applications. Personal storage cabinets are available in metal, wood and laminate construction.

Tips

- *In workstation applications, consider personal storage towers as a storage option, eliminating the need for panel mounted overhead flipper door storage. Most manufacturers offer cabinets that are around 56"high, which offer binder storage in workstation using lower panel heights.*

Open Bookcase Storage

Open bookcases offer the most cost effective shelf storage. Most shelving units are 36"wide and are available in two, three, four and five shelf models. Common depths are 12"and 24". Open bookcases are available in metal, wood and laminate construction.

Pedestal Storage

Pedestal storage offers storage that is commonly used under worksurfaces. Pedestals are available in floor supported, worksurface supported or mobile models. Drawer configurations include box (6") and file (12") for the worksurface supported models. Full floor supported models include box box file and file file drawers. Mobile pedestals are available in both file file and box box file models. Most manufacturers offer three depths, 19", 24"and 30". Most widths are 15"wide, to allow front to back letter width filing. Legal filing would be side to side. Pedestals are available in metal, wood and laminate construction.

Tips

- *In workstation applications, make sure that the pedestal's depth is designed to fit under the worksurface size.*

- *Worksurface mounted box file pedestals are the most cost effective and provide an open area between the floor and the bottom of the pedestal.*

- *For workspaces that are subject to change on a regular basis, consider using mobile pedestals.*

- *Many manufacturers offer "Keyed Alike" programs. This would allow multiple pedestal files to use one key. This is convenient in workstations where multiple pedestal files are used.*