



A Mayline Group Company  
619 N. Commerce St.  
Sheboygan, WI 53081  
800-822-8037  
www.mayline.com

**FILING SYSTEM SURVEY**

**Note:** Floor plan or sketch must be included showing dimensions of filing area. Windows, doors, columns, and other obstructions must be shown with dimensions.

**Filing Area Information:**

Height from floor to bottom of sprinklers? \_\_\_\_\_ If no sprinklers, height to ceiling? \_\_\_\_\_

Available Shelving Heights: \_\_\_\_\_ 65" \_\_\_\_\_ 76" \_\_\_\_\_ 86" \_\_\_\_\_ 97"

(Note: Fire safety code requires 18" clearance from the shelving units to the sprinkler heads)

Is this space on the ground floor? \_\_\_\_\_ Or upper floor? \_\_\_\_\_

(Note: Mobile filing systems can weigh anywhere from 125 lbs. /sq. foot to 200 lbs. /sq. foot. Additional floor bracing may be required.)

Does system need to lock for security purposes? \_\_\_\_\_

ADA or handicap ramp access needed? \_\_\_\_\_

Is seismic anchoring required? \_\_\_\_\_

**Media Type Information:**

Percentage of files: Letter \_\_\_\_\_, Legal \_\_\_\_\_, X-Ray \_\_\_\_\_

Type of file folders: Top-tab? \_\_\_\_\_ Side/end-tab? \_\_\_\_\_

\*\*If currently top-tab, will customer consider conversion to side/end-tab filing? \_\_\_\_\_

Binder size: \_\_\_\_\_" wide x \_\_\_\_\_"high x \_\_\_\_\_"deep

Box size: \_\_\_\_\_" wide x \_\_\_\_\_"high x \_\_\_\_\_"deep

How many boxes must the system accommodate? \_\_\_\_\_

If media is other than listed above, describe and give size \_\_\_\_\_

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**Filing System Information:**

Should system maximize the available area? \_\_\_\_\_

If not, what is the total LFI required? \_\_\_\_\_ (Including any growth from existing.)

In general, how many people are filing in the system at the same time? \_\_\_\_\_

Painted steel end panels are standard.

Upgrade: \_\_\_\_\_ Laminate or \_\_\_\_\_ Decorative Enhancements

For Laminate options visit [www.mayline.com/new/colors.pdf](http://www.mayline.com/new/colors.pdf)

For Decorative Enhancement options visit [www.mayline.com/new/sellsheet.pdf](http://www.mayline.com/new/sellsheet.pdf)

Special needs/other considerations: \_\_\_\_\_

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For assistance, call Mayline Group at 800-822-8037.

Mail this survey to: Mayline Group  
Space Planning Dept.  
P.O. Box 728  
Sheboygan, WI 53082-0728

or FAX to: 920-208-7970  
or E-Mail to: [spaceplanning@mayline.com](mailto:spaceplanning@mayline.com)