



Storage & Filing Survey

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

Select Project Type: **COMMERCIAL:** **GSA CONTRACT:** or **STATE OF _____ CONTRACT**

Customer or Name of Project: _____

Storage or Filing Area Information:

Are sprinklers in the room? Yes No Clearance from floor to sprinkler head: _____

Clearance from floor to lowest obstruction (other than sprinklers): _____

Select desired shelving height: 43" 65" 76" 86" 97"

(Note: Fire safety codes require 18" of clearance from the shelving units to the sprinkler heads)

Ground floor location? Yes No Which floor/level of the building will system be located on? _____

(Note: Mobile systems typically weigh 125 to 200 lbs. per sq. foot. Engineering or architectural review will be required to confirm if floor can support the combined weight of the shelving and media.)

Is LOCKING security required? Yes No Is ADA incline/cart ramp required? Yes No

System Deck: Carpet Vinyl Unfinished Fire Retardant? Yes No

Number of people needing access to system at the same time: _____

Are reference shelves required? Yes No If yes, how many per range, per side: _____

Storage or Media Information:

Letter or Legal Depth Files using Side/End Tab or Top Tab File Folders

(Note: Top tab files can be stored on fixed shelves using side-tab conversion labels or we can provide Rollout Drawer options for top tab folders.)

Please indicate preference: Fixed Shelves or Rollout Drawers

Rollout drawers are available in three heights: 4.5", 6", & 10.5". Based on storage requirements, list the items and estimated quantities required for each drawer: _____

Provide current LFI (Linear Filing Inch) requirement: _____ Anticipated expansion: _____

Binders/Books _____ Estimated Quantity: _____

Binder/Book Dimensions _____" wide x _____" high x _____" deep

Box/Bulk Storage _____ Estimated Quantity: _____

Box Size Dimensions _____" wide x _____" high x _____" deep

Storage accessories/options: Wire Shelving: Slatwall: Wardrobe Bars:

List **other** storage or filing requirements. Include media dimensions & quantities: _____

Magnetic Decorative Enhancement: Yes No

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