

TYPES OF STORAGE EQUIPMENT

Cabinets, lateral and vertical

Considerations for selection:

- Enclosed storage
- Flexible drawer interiors
- Integrated components
- Media-specific dedicated slots
- Media capacity
- Protection from fire, dust, water, unauthorized access, accidental damage
- Floor load rating when fully loaded

Cabinets, flat files for large documents

Considerations for selection:

- Accessories to prevent damage when putting material into and removing from drawers
- Useable height
- Media capacity
- Different-sized documents in one cabinet
- Protection from fire, dust, water, unauthorized access, accidental damage
- Floor load rating when fully loaded

Cabinets, vertical for large documents

Considerations for selection:

- Space savings
- Ease of use
- Prevention of damage when putting material into and removing from cabinet
- Ease of relocation
- Media capacity
- Different-sized documents in one cabinet
- Protection from fire, dust, water, unauthorized access, accidental damage
- Floor load rating when fully loaded

Shelving, racks, slat walls

Considerations for selection:

- Ease of visual and physical access
- Filing control systems that hold media in place
- Dedicated slots
- Integrated components
- Media capacity
- Media weight capacity
- Compatibility with mobile systems for shelving/racks
- Floor load rating when fully loaded for shelving/racks

Carousels or spinners (includes high-density models)

Considerations for selection:

- Quick visual and physical access
- Media capacity
- Access by the physically challenged
- Floor load rating when fully loaded
- Size of footprint

Side-to-side sliding shelving (high density)

Considerations for selection:

- Media capacity
- Tracks with and without floor modification requirements
- Use with carpet
- Narrow footprint
- Integrated components
- Protection from fire, dust, water, unauthorized access, accidental damage
- Floor load rating when fully loaded

Side-to-side combination sliding shelving/drawers (high density)

Considerations for selection:

- Media capacity

- Protection from fire, dust, water, unauthorized access, accidental damage
- Optional security locks
- Integrated components
- Highest density storage
- Floor load rating when fully loaded

Compact systems with movable aisles (high density)

Considerations for selection:

- Media capacity
- Accessibility
- Protection from fire, dust, water, unauthorized access, accidental damage
- Tracks with and without floor modification requirements
- Access by the physically challenged
- Floor load rating when fully loaded

Rotary storage systems (high density)

Considerations for selection:

- Media capacity
- Accessibility, ease of rotation
- Integrated components
- Protection from fire, dust, water, unauthorized access, accidental damage
- Access by the physically challenged
- Floor load rating when fully loaded