

# PRECONFIGURED LATERAL FILES

## GENERAL INFORMATION

Our lateral files are designed on a 1 ½" module to provide an unparalleled degree of internal flexibility. Interior components are available 1 ½", 3", 6", 7½", 9", 10 ½", 12", 13 ½" and 15" high. These components are designed to efficiently accommodate virtually any filing and storage requirement.

### Preconfigured Units

To simplify the specification process, we offer preconfigured files in the most popular sizes with the most popular internal components. These units are assembled using standard components. Lateral files can be field-retrofitted and updated by specifying componentry from the Custom-Built section of this price list.

### Height

Lateral files are available in 40 standard heights. Heights include 1/8" allowance for leveling glides fully recessed.

### Depth

All lateral files are 18" deep.

### Width

Lateral files are available in three standard widths: 30", 36" and 42".

### Drawer Dimensions

Refer to the illustrations on next page for the range of drawer sizes and the height clearance of each.

### Model Numbering System

Each character in the basic model number corresponds to a specific unit feature.

## CONSTRUCTION AND STANDARD FEATURES

### Basic Shell

The shell is common to lateral file units. Uprights punched to accept interior components on 1 ½" centers. Uprights and top and bottom reinforcements are welded into rigid "boxframe". Constructed of 18 and 20-gauge steel. Seamless back and top with reinforced corners.

Illustrated shell heights include 1/8" for adjustable glide in recessed position.

### Doors/Drawers

Drawer fronts, 20-gauge steel with full-width flush inset pull and label holder. Fronts are screw-mounted to roll-out shelves to build drawers. Roll-out shelf body, 20-gauge steel slotted on 1" or 1 ½" centers to accept dividers. Leading edge formed to provide pull; center section offset for additional strength. Shelf ends,

18-gauge steel, notched to accept hanging folder bars. Each roll-out shelf equipped with two heavy-duty, three-section, ball bearing suspensions. Components have been tested to accept loads of 125 lbs. This exceeds ANSI/BIFMA X5.2-1989 standards for lateral files.

Hinged door, 20-gauge steel, double-wall construction. Equipped with outward stop to prevent contact with adjacent cabinet and full height vertical flush inset pull.

### Shelves

Blank shelf, 22-gauge steel, formed 1" thick on front and back edges. End Tab Shelf, 22-gauge steel shelf and back, 20-gauge sides. Shelf offset along width to increase strength. Slotted on 1" increments to accept plate dividers.

Lateral files meet or exceed ANSI/BIFMA X5.2-1989 standards.

### Receding Door

20-gauge steel with full-width flush inset pull and label holder. Equipped with sound absorber. Doors have guiding mechanism fitted with nylon glides to prevent metal-to-metal contact and ensure effortless operation.

The diagrams on the following page identify various shelf and drawer combinations and related height clearances behind a receding door. The diagrams illustrate typical use. Additional interior options can be installed behind a receding door.

Note: Dimensions have been taken from the front raised edge of the roll-out shelf.

### Accessories

Plate dividers, 18-gauge steel, notched to lock into shelf.

Folder bars, 12-gauge steel, offset to maximize strength.

Suspended binder frames are constructed of 14 to 18-gauge steel. Screw-mounted to cabinet. Can be used behind 13 ½" and 15" receding doors and hinged storage cabinets.

### Adjustable Glides

Lateral files and cupboards are supplied with four adjustable glides. The glides can be adjusted from inside the cabinet using a ¼" hex socket wrench, or from outside the cabinet using a 7/8" wrench. Standard glides provide ¾" adjustment; longer glides are also available. Overall cabinet heights include the glide in its recessed position.

### Locks

Locks are standard on all units. The lock is a high-security single-bit type. Units are standard with random keys in a

range of 100 different numbers. Specific keying combinations are available. This information must be included with the order. Locks can be master keyed.

## INSTALLATION

### Caution Labels

Caution- and safety-related information is contained on a peel-off label affixed to the front of cabinet. This label is to be removed by the customer. Caution information is also permanently affixed to the left side of the top drawer. Both labels contain important installation and loading information.

### Installation Information

Complete instructions on the proper installation and use of files are provided in each file shipped.

The instructions refer to correct methods of leveling, ganging and loading.

Counterbalance weights should be installed in all single freestanding files.

### Standard Paint Finishes

Storage products are chemically prepared prior to painting. This process enhances top coat bonding. Standard top coat finishes are primarily electrostatically applied powder and/or medium solids ALKYD baking enamel. Both the dry application powder coat and wet application enamel are fused and cured in a baking oven to provide a stain and scratch resistant surface.

All inside and outside shell and drawer front surfaces are painted with the same specified paint color.

Interior components and accessories are Dark Tone. Mechanical components are black chrome-plated.

Colors shown in the current swatch card are standard and are available where specifications call for painted surfaces.