

## Mobile Pedestals

### 1 Always Verify Pedestal Height Against Desk Clearance

Measure your desk's underside clearance before ordering. A pedestal that's too tall won't fit under the desk — a frustrating and easily avoided mistake. Account for the caster height (usually 2-3") added to the pedestal box height.

### 2 Full-Extension Slides Are Worth the Upgrade

Full-extension drawer slides allow drawers to open completely for full access to the back of the drawer. Partial-extension slides are cheaper but leave the back third of the drawer inaccessible. The cost difference is minimal; the daily convenience difference is significant.

### 3 Confirm Letter vs. Legal File Support

Before ordering, confirm whether your organization uses letter (8.5x11) or legal (8.5x14) size files. Ordering the wrong size is a common mistake that requires a return. If in doubt, letter size is far more common in modern offices.

### 4 Key-Alike Options Save Key Management Headaches

Order all pedestals with the same key code (key-alike) so one key opens every pedestal in the office. This dramatically simplifies facilities management — you're managing one key pattern, not dozens.

### 5 Match the Desk Finish, Not Just the Color

When ordering pedestals to match existing desks, match the finish type (matte, satin, gloss) as well as the color. A glossy pedestal next to a matte desk looks mismatched even if the colors are close.

### 6 Soft Casters on Hard Floors

Use soft rubber or polyurethane casters on hard floors (wood, tile, LVP). Hard plastic casters scratch hard floors noticeably over time. If your office has hardwood or LVP, soft casters are a must.

### 7 Add a Cushion Top for Multi-Use Functionality

A pedestal with a cushioned top serves as both storage and occasional seating. In small offices or hoteling environments, this is a practical space-saver. Confirm the weight rating before adding a seat cushion top.

### 8 BBF Is the Right Default

For 80% of office workers, Box/Box/File is the right configuration. Two box drawers handle the daily supply items; one file drawer handles active files. Don't overthink it — BBF is the standard for a reason.

### 9 Locking Pedestals for Any Open Office

In any open-plan office environment, locking pedestals should be standard. Privacy and security of personal items is a reasonable expectation. The locking hardware adds minimal cost.

### 10 Include Hanging File Frames at Purchase

Many pedestals ship without hanging file frames in the file drawer. Confirm whether frames are included or order them separately. Discovering the file drawer has no hanging rails on move-in day is avoidable with a quick confirmation at purchase.