

## Storage & Filing

# 1

### Buy Legal-Rated Laterals

Legal-rated lateral cabinets fit both letter and legal files. Letter-only cabinets can't. Buy legal-rated upfront even if you only use letter today.

# 2

### Measure Pull Clearance

A file cabinet drawer extends 18–24" when fully open. Measure the clear space in front of the cabinet — not just the cabinet footprint.

# 3

### Order Keyed Alike

When ordering 3+ cabinets, request keyed-alike locks. One key for the whole office saves constant key management headaches.

# 4

### Anti-Tilt Is Non-Negotiable

Always confirm your floor-standing file cabinet has an anti-tilt interlock. Required by OSHA in many settings — and saves lives in earthquakes too.

# 5

### Steel for Back-of-House

Reserve laminate and wood veneer for visible spaces. Use heavy-gauge steel in supply rooms and file closets — it lasts decades with zero care.

# 6

### Plan for 3 Years of Growth

Filing always expands. Budget for 1 linear foot of new files per employee per year. A 4-drawer lateral holds ~6–8 linear feet total.

# 7

### Separate Open & Closed Storage

Use open shelves for daily-use items (no friction) and closed cabinets for everything else. Mixing functions in one unit causes access bottlenecks.

# 8

### Go Full-Height When Possible

A 72" full-height supply cabinet stores 70% more than a 42" half-height in the same floor footprint. Maximize vertical space before buying more units.

# 9

### Label Everything Immediately

An unlabeled filing system is a system that falls apart in 90 days. Label drawers, label folders, label shelves — before you start using them.

# 10

### Audit Annually

Box up files older than 7 years for off-site archiving. Freed space is better than buying another cabinet. Review retention schedules with your compliance team.