
Storage & Filing

Q1. What's the difference between lateral and vertical file cabinets?

A: Lateral file cabinets are wider than they are deep — drawers open left-to-right and files hang side-to-side. They hold both letter and legal files without adapters and are more efficient per square foot of floor space. Vertical file cabinets are narrow and deep — files hang front-to-back. They have a smaller footprint and cost less, making them better for tight spaces or individual workstations.

Q2. Can I fit legal-size files in a letter-size file cabinet?

A: No. Legal files (8.5" x 14") are wider than letter files (8.5" x 11") and require deeper drawers rated for legal size. However, you can fit letter-size files in a legal-size cabinet using hanging file frames, so buying legal-rated laterals is a smart hedge if you ever anticipate legal-size documents.

Q3. What's the best material for office storage — steel or laminate?

A: Steel wins for durability and value in functional storage areas (supply rooms, file rooms, back-of-house). Laminate wins for appearance in client-facing or executive spaces. Most offices should use steel where durability matters and laminate where aesthetics count.

Q4. Do I need locking file cabinets?

A: If you store personnel records, financial data, client information, medical records, or any documents subject to privacy regulations (HIPAA, SOX, GDPR), yes — locked filing is required or strongly recommended. Even without regulatory requirements, locking cabinets reduce unauthorized access and document loss.

Q5. What is an anti-tilt mechanism and why does it matter?

A: An anti-tilt (or interlock) mechanism prevents more than one drawer from opening at a time, preventing the cabinet from tipping forward under the weight of multiple open drawers. OSHA standards and building codes in many jurisdictions require this feature for floor-standing file cabinets. Always verify it's included.

Q6. How many linear feet of filing does a standard 4-drawer lateral file cabinet hold?

A: A standard 4-drawer lateral file cabinet (36" wide) holds approximately 6–8 linear feet of hanging files. Filing expands over time — plan for growth. A good rule of thumb is 1 linear foot of new filing per person per year.

Q7. What's the right height for a supply cabinet?

A: Full-height supply cabinets (66"–72") maximize storage capacity and are the best choice when vertical space is available. Half-height cabinets (36"–42") are useful when the top needs to serve as a counter surface — placing a printer or scanner on top is a common use. Measure your ceiling clearance before ordering.

Q8. What is a mobile pedestal and where does it go?

A: A mobile pedestal is a small under-desk storage unit on casters, typically with 3 drawers (box, pencil tray, and file drawer). It rolls under a standard-height desk and provides personal filing and supply storage at each workstation. One pedestal per employee is the standard configuration in most office builds.

Q9. Can I order multiple cabinets keyed alike?

A: Yes — many manufacturers offer keyed-alike options when ordering multiple units of the same product line, so one key opens all cabinets. This is extremely useful for office managers. Ask about this option when ordering 3+ units. Some manufacturers also offer master-key setups.

Q10. Is free shipping available on storage and filing furniture?

A: Yes — FindOfficeFurniture.com includes free shipping on qualifying orders. This matters more with storage furniture than almost any other category because freight costs on heavy steel cabinets from other suppliers can add \$100–\$300 per order. Our all-in pricing means no surprises at checkout.
