

All interested parties – please be advised:

Health Care Stabilization received the following question and supplied the following answer.

QUESTION:

What size are your file cabinets? And how many to you have in the Copy/fax/work space and how many in the storage area. Empty or load weight. Need to know for weight load of building.

ANSWER:

1. Legal section claim files are not stored in file cabinets. Confidential legal files must be stored in a secure location with capacity for three large, library-style, seven-shelf bookshelves (12' long x 77" tall x 12" deep – each). Weight is unknown. Based on thickness of two inches, these three shelves hold up to maximum 1,512 reams of paper.
2. Compliance section files are currently dispersed throughout the office but could be consolidated at one location. Those files are wall-mounted lateral drawer cabinets as follows:
 - @15" deep x 24" long
 - 4 drawer = 1
 - 3 drawer = 2
 - @15" deep x 48" long
 - 4 drawer = 3
 - 3 drawer = 2
3. General files are stored in lateral drawer cabinets as follows:
 - @18" deep x 42" long
 - 5 drawer = 2
 - 4 drawer = 1

In addition, each office space and work station has either a 24" deep x 36" long two-drawer lateral file cabinet, or two 15" deep x 48" long wall-mounted lateral file cabinets (17 total). These wall-mounted cabinets are designed for Herman Miller work stations.