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COMMERCIAL ITEM DESCRIPTION

FILE CABINETS, LATERAL AND SHELF FILES, STEEL

The General Services Administration has authorized the use of this Commercial Item Description.

1. **SCOPE.** This Commercial Item Description covers the minimum requirements for medium and heavy duty, lateral files and shelf files.

2. SALIENT CHARACTERISTICS.

2.1 Design. The lateral file cabinets and shelf files shall be designed for office use.

2.2 Case. Construction shall be welded or the best commercial practice of the manufacturer, completely setup, closed bottom. The cabinet case shall consist of front, sides, back, top, bottom, and interior supporting members. The lateral file cabinet case shall be designed to hold both fixed front drawers and roll out shelves with receding doors. The shelf file shall have fixed and adjustable shelves and retractable doors. The cabinet shall have four adjustable glides. The glides shall be easily adjustable by hand and have a minimum adjustment of 12.5 mm.

2.3 Counter balances. Attached counter balances shall be provided in all lateral file cabinets except the five tier cabinets.

2.4 Laminated plastic tops. When specified, the cabinets shall have a top and four sides and shall have high pressure decorative plastic laminate firmly and permanently adhered. Veneers are acceptable. The edges of the laminated plastic shall be slightly chamfered, smooth, and shall not be chipped. The simulated grain in the decorative laminate on the top surface, front edge, and rear edge of the tops shall extend from side to side (as viewed from the front of the unit). The simulated grain of the laminate on the side edges (right and left side) of the top shall run vertically (as viewed from both sides). The plastic laminate shall be walnut grain per GSA Standard Sample No. FSS-L-01002, light oak grain per GSA Standard No. FSS-01015, or matte,

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data that may improve this document should be sent to: GSA/FSS, National Furniture Center, Engineering Divisions (3FNE-CO), Washington, DC 20406.

parchment laminate within the limits of the parchment enamel. Alternatively, the manufacturer may provide their commercial walnut or light oak grain high pressure plastic laminate, subject to approval of the contracting officer.

2.5 Drawers and shelves. Drawers and shelves shall be of welded construction or otherwise mechanically fastened.

Lateral file drawers and shelves shall have suspensions that extend far enough to allow unobstructed insertion and removal of hanging files and their contents, Suspensions shall be designed to permit the drawers or shelves to be closed by pressure applied at any point on the drawer or shelf front from side to side and top to bottom without binding or dragging. All exterior metal surfaces of the suspension members shall be plated. Alternatively, when nylon tired ball bearing wheels are used on the slide suspension, the metal surface may be plated or enameled. The drawer and shelf suspensions shall incorporate in their design a retaining or anti-rebound feature that shall retain the drawer or shelf in the closed position.

Dimensional clearances between all suspension members shall be so controlled that the drawers or shelves shall operate smoothly and evenly without any binding or drag and shall limit the horizontal and vertical movement of the drawers or shelves.

Lateral file drawers shall be equipped with hanging folder frames to support both legal and letter size material filed laterally and front to back and adjustable dividers (3 per tier) to support legal and letter size material filed laterally with means to convert the drawer to legal or letter size depth. Shelves shall be the roll out type with receding doors and equipped for filing material the same as the standard height drawers (front to back filing is not required). Drawers and shelves shall have a minimum clear inside height of 254 mm. Drawers and shelves shall fit squarely in their openings and shall be formed and finished to eliminate roughness and sharp edges that might come into contact with the users during normal operation of the compartments. Each shelf shall be equipped with a component part which easily enables the user to easily convert the shelf to legal and letter size filing depth. An adjustable shelf back may be used for this purpose, or it may be a snap-in component.

2.5.1 Vertical dividers for drawers and shelves. The material used in the dividers shall be of steel formed or reinforced so that the finished item will have a stiffness at least equal to that of an uncoated flat sheet of steel. All exposed surfaces shall be smooth and free of burrs and rough edges. The dividers shall retain both legal and letter size documents adequately without excess overlap and shall be designed to snap securely in the drawers and shelves without the use of tools or attaching devices. When painted a color other than the color specified for the unit, they may be used provided color harmony is maintained. Each cabinet shall have two dividers per drawer or shelf.

2.5.2 Out stops and bumpers. The cabinet drawers and shelves shall have two noise reducing out-stops (one on each side) that prevent drawers and shelves from falling out of the cabinet when they are fully extended. All stops and bumpers shall be installed in a manner to withstand a normal rebound without damage. The use of adhesive as the only method of securing the stops or the noise absorbing material is not permitted.

2.5.3 Doors. Doors for the roll out filing shelves and shelf files shall be the receding type, receding into the cabinet when opened. All edges shall be formed and doors shall be reinforced as necessary to assure a sturdy component which will not easily dent, bulge, or bend out of square in use. Door tracks shall be formed so that the door is securely retained in the tracks against accidental removal. The door shall be easily removable (use of simple hand tools is permitted). Doors shall have rear bumpers of rubber or other resilient material to cushion the door when it is fully receded into the cabinet. Cushioning bumpers shall be provided to prevent metal-to-metal contact between the door and the cabinet when the door is closed.

2.5.4 Drawer and receding door locks. All lateral file cabinets shall be equipped with a locking mechanism to control the locking of all cabinet compartments. The locking mechanism, when activated, shall hold the drawers and doors positively locked and secured against any forward tilting of the cabinet and against hand pressure applied to the drawer or door. The locking mechanism shall secure each side of the drawers and doors and shall be activated by a key-operated lock which shall have not less than 125 key changes, keyed differently in groups of 125 units. The face of the lock shall be secured to the inside of the cabinet in such a manner as to retain the lock in the prescribed operating position and to provide ease in operating the lock and the locking mechanism. The lock shall not be removable without the use of tools. The lock shall be operated with a grooved key. Two identical keys shall be supplied for each lock and they shall operate easily and smoothly in locking and unlocking the cabinet

2.5.5 Pulls. Pulls shall be a recessed or full face type which includes a label holder. The label holder shall be a clear, rigid or flexible plastic label holder that securely holds the label in place. The exposed surfaces of all face hardware used on a single unit shall be finished to match each other.

2.5.6 Interlock mechanism. The interlock mechanism shall be a positive, automatic mechanism (cords are not allowed). When one drawer or shelf is open, the remaining drawers and/or shelves shall be locked in the closed position (posting shelf not included).

2.6 Finish. All pretreated surfaces shall be coated with the baked enamel or electrostatically applied powder base paint. The finish shall be baked at a time-temperature cycle recommended by the enamel manufacturer. The finish shall level out to produce smooth, uniform surfaces without runs, wrinkles, grits, areas of thin film or no film, tackiness, and separation of color. Unless otherwise specified, colors shall match Fed. Std. No. 595 in the following colors:

White No.	17925
Black No.	27040
Parchment No.	27769
Gray No.	26134

Alternatively, the manufacture may provide in addition, their commercial finish, subject to approval of the contracting officer.

2.7 Caution label. A caution label shall be affixed to the face of the cabinet, at the top, advising users that excessive force to extend drawers and shelves could cause tipping of the cabinet. An instruction label shall be affixed in the top compartment advising users to level the cabinets from

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side to side with the front higher than the back, (where applicable), load the bottom compartment first, read the instruction sheet for installation and conversion of accessories from letter to legal size filing.

2.8 Identification label. The label shall have the contractor's name or trademark, contract number, National Stock Number, month and year of manufacturer legibly marked in permanent dark ink. The label shall be located in the top compartment and shall not be removable by hand without defacement.

2.9 Workmanship. The workmanship shall be of the quality to produce finished cabinets acceptable in appearance, function and serviceability and to prevent potential hazard to personnel or their clothing. Welding and brazing shall be neat, uniform, free of burrs and adequate to assure rigidity and strength.

2.10 Performance. The Government reserves the right to subject any cabinet from any production lot to the specified testing. Testing shall be repeated whenever a change is made in material, construction, or method of production during the course of a contract. Failure of any cabinet to comply with these requirements shall be cause for rejection.

2.10.1 ANSI/BIFMA. Each medium duty filing cabinet shall comply with the American National Standards Institute Test for Lateral Files X5.2-1997. The drawer or roll-out shelf retention test shall be performed after successful completion of the drawer or rollout shelf cycle test on the same cabinet.

2.10.2 Tilt test. The lateral file cabinet shall not tip over when tested as follows. The cabinet shall be placed on a hard, level surface in its operating position. The top compartment shall be evenly loaded with typical filing material with the weight of 0.471 g/cc. All other compartments shall be empty and closed. The loaded top compartment shall be fully extended and a horizontal force (pull) of 44.5 N shall be applied at the center point of the compartment front.

2.10.3 Rigidity. The medium duty, lateral file cabinet shall have a maximum deflection of 6.4 mm for the 762 mm and 914 mm widths and 6 mm for the 1067 mm widths when tested as follows. The cabinet shall be placed on a hard level surface in its operating position and the base shall be restricted from vertical and lateral movement. All compartments shall be empty and the top drawer or shelf shall be fully extended. A force of 178 N shall be applied perpendicular to the side of the cabinet within 25 mm of the top front corner. The deflection measurement shall be taken along the top front edge of the cabinet while the force is being applied.

2.10.4 Shock. The medium duty, lateral file cabinet shall not exhibit any damage to the lock or interlock mechanisms; failure of welds; damage or loosening of components (except superficial damage to case); or failure of the drawers and shelves to pass the pull test specified in section 15 of the ANSI/BIFMA Standard and no drawer or door shall open when tested as follows. The glides shall be removed, and the cabinet placed on a level carpeted surface (maximum 12.7 mm thick including pad) in its operating position. All drawers and shelves shall be loaded as specified in 9.2 of the ANSI/BIFMA Standard and the cabinet locked with the key removed. The cabinet shall be tilted on side until the opposite side is 203 mm from the floor. A 203 mm long

block shall be placed under the center of the raised side and then knocked loose, allowing the cabinet to free fall to the floor. The test shall be repeated once on each side.

2.10.5 Interlock safety. The cabinet shall not allow any two-compartment combination to extend in excess of 150 mm when tested as follows. Perform the test after completion of the ANSI/BIFMA tests and the Rigidity and Shock tests. The cabinet shall be placed on a level surface in its operating position with all drawers/shelves empty. Simultaneously, exert a force perpendicular and outward from the face of the cabinet on the two top drawers, two top shelves or drawer and shelf, whichever is applicable. The force shall be at the center of a drawer pull or the bottom center of a shelf, as appropriate, and shall be approximately 26.7 N for each compartment. Repeat this test on all combinations of two compartments. (Example: top and third compartments; top and fourth compartments, etc.).

2.10.6 Each heavy duty filing cabinet shall comply with the following tests.

2.10.6.1 Static Load. The cabinet shall be placed on a hard level surface. A soft load (sand or shot) of 45.4 kg shall be uniformly distributed over the shelf nearest the center of the cabinet for a period of 15 minutes minimum. If the shelf deflects in excess of 5.6 mm while loaded or has and permanent deflection in excess of 1.6 mm after having the load removed, the cabinet shall be have failed the test.

2.10.6.2 Cabinet shock test. The cabinet shall not exhibit any permanent damage to the lock or interlock mechanisms, any failure of rivets or welds, any damage (except case) or loosening of components, or any failure of the drawers and shelves to pass the pull test when tested as follows. This test is to be performed prior to any other tests. The cabinet shall be placed on a hard, surface resting on its leveling glides in their retracted position. All drawers and shelves shall be loaded with typical filing material with a weight of 0.471 g/cc and the cabinet locked with the key removed. The cabinet shall be tilted to one side until the opposite side bottom edge is 200 mm from the floor or to its balance point, whichever is less. A 200 mm long block shall be placed under the center of the raised side and then knocked loose, allowing the cabinet to fall on the leveling dome supporting that side. The test shall be conducted on one side. The cabinet shall then be emptied and inspected for any permanent damage to the lock or interlock mechanisms, failure of rivets or welds, damage (except case), loosening of components, or failure of the drawers and shelves to pass the pull test. Following the same set-up procedures the cabinet shall be raised 300 mm from the floor. A 300 mm long block shall be placed under the center of the raised side and then knocked loose, allowing the cabinet to fall on the leveling dome supporting that side. The test shall be conducted on both sides. (Note: In all probability, there will be visible case damage. This is not a criteria for rejection).

2.10.6.3 Receding door cycling test. The cabinet shall have a maximum pull force of 13.3 N to move the door from the retracted position to a distance of 150 mm to 176 mm outward, and the door shall not drag or bind during operation (opening, receding, extending, and closing of door) at any time during the test. The cabinet shall be placed on a hard, level surface in its operating position, and the base shall be restricted from vertical and lateral movement. The test door shall be connected to the cycling device 150 mm from the right side on the leading edge. One cycle shall cause the door to travel inward from the extended position to its retracted position and outward to the extent of its horizontal travel. The cycle rate shall be 10 ± 5 cycles per minute

continuous till test is complete. The door shall be cycled 20,000 times on the right side and 20,000 times with the cycling device attached 150 mm from left side on the leading edge.

2.10.6.4 Out stop test. The cabinet outstops shall not fail, distort, or become damaged when tested as follows. The cabinet shall be placed on a hard, level surface in its operating position, and the base shall be restricted from vertical and lateral movement. The test drawer or shelf shall be loaded with an equally distributed filing weight of 0.471 g/cc and then held closed. A small cable shall be attached to the center of the drawer or shelf and extended horizontally to a pulley. The opposite end of the cable shall extend downward, and a weight equal to 20 percent or 44.5 N, (whichever is greater) of the drawer or shelf load shall be attached to the free end. The weight shall be allowed to free fall, causing the drawer or shelf to impact the out stops. The test shall be repeated five times.

2.10.6.5 Shelf retention test. The cabinet drawer or shelf shall not become detached from the suspension or have any resulting damage affecting its operation or serviceability when tested as follows. The cabinet shall be placed on a hard, level surface in its operating position. An empty drawer or shelf shall be fully extended. A 110 N force shall be applied to the front center in a vertical upward direction.

2.10.6.6 Lock test. The cabinet drawer or door shall not open during the pull test and the locking mechanism shall operate properly after the test when tested as follows: The cabinet shall be placed on a hard, level surface in its operating position and all drawers and shelves shall be loaded with an equally distributed filing weight of 0.471 g/cc. Drawers and doors shall be closed, locked and the key removed. Apply a horizontal outward pull of 220 N at the center of each drawer or door pull.

2.10.6.7 Interlock mechanism service test. The cabinet shall be placed on a hard, level surface in its operating position. Only the bottom shelf shall be fully loaded with an equally distributed filing weight of 0.471 g/cc. Apply a horizontal force (pull) of 44.5 N to the top shelf at the center of the shelf. When it is fully extended, the unsecured unit shall not tip over. Counterweights or other stability devices may be used for compliance if these are an integral part of the cabinet.

All compartments shall be fully loaded with an equally distributed filing weight of 0.471 g/cc. One randomly selected drawer or shelf shall be opened not less than 150 mm nor more than 200 mm from the fully closed position. All other drawers and shelves, loaded with an equally distributed filing weight of 0.471 g/cc. A horizontal pull force of 133.4 N shall then be applied to the drawer pull or center point on the shelf of each of the closed compartments one at a time. The cabinet shall have failed the test if the opening of the closed drawers or shelves is more than 12.5 mm beyond the front face of the cabinet on the side that the interlock is attached. If the interlock mechanism is located on the side of the drawer or shelf, the drawer opening shall be measured on the side where the interlock is attached. For interlocks that attach at the rear of the cabinet, the drawer or shelf opening shall be measured at the center point of the drawer or shelf.

2.10.6.8 Interlock mechanism tip test. The cabinet shall be evenly loaded with an equally distributed filing weight of 0.471 g/cc. All of the drawers or shelves shall be in the fully closed position. The cabinet shall be tilted forward 15° so that the drawers or shelves will be restrained

from opening only by the interlock mechanism. If the interlock mechanism is located on the side of the drawer or shelf, the drawer opening shall be measured on the side where the interlock is attached. For interlocks that attach at the rear of the cabinet, the drawer or shelf opening shall be measured at the center point of the drawer or shelf. The cabinet shall have failed the test if more than one drawer or shelf extend more than 12.5 mm beyond the face of the cabinet on the side that the interlock is attached. For interlocks that attach at the rear of the cabinet, the drawer or shelf opening shall be measured at the center point of the drawer or shelf.

2.10.6.9 Drawer or shelf cycling test. The test shall be performed on the top drawer or shelf. The cabinet shall be placed on a hard, level surface in its operating position, and the base shall be restricted from vertical and lateral movement. The test drawer or shelf shall be loaded with an equally distributed filing weight of 0.471 g/cc and connected to the cycling device at the center of pull area. One cycle shall cause the drawer shelf to travel inward until the interlock mechanism is activated and outward to within 6 mm of the fully extended position. The cycle rate shall be 15 ± 2 cycles per minute and shall be ran continuously until the test is complete. The cycling device shall not support nor add to the load on the suspensions. The drawers or shelves shall not be lubricated at any point during the test. The pull test shall be performed on the drawer or shelf after 100 cycles and at intervals of 10,000 cycles. After 125,000 cycles attach the cycling device 150 mm from the right side of the drawer or shelf and cycle 10,000 cycles and perform the pull test. Attach the cycling device 150 mm from the left side and after 10,000 cycles perform the pull test. For cabinets with center pulls, the drawer or shelf shall be cycled at 145,000 cycles. The cabinet shall have failed the test if the drawer or shelf does not operate properly during or after the cycling test, if the interlock or locking mechanisms fail to operate properly or if the drawer or shelf fails to pass the pull test.

2.10.6.10 Pull and interlock test. 1a) Attach a limp cable or force gage to the shelf at the center of the pull area with the weight applied to the loose end which shall overcome any anti-rebound feature that may be built into the cabinet or suspension. A force gauge may be used instead of the cable. Record this force. Anti rebound force shall not be more than 26.7 N.

1) Apply a weight to the loose end, with the drawer or shelf past the anti-rebound, which shall open the drawer or shelf to its full extension or against the outward stops. Record this force. The cabinet shall have failed the test if the pull force beyond the anti rebound and interlock actuation force, (to maintain outward travel), is over 26.7 N.

2) Extend one drawer away from cabinet. Apply a 220 N static load to other pulls. Apply 44.5 N static loads simultaneous to combinations of two drawers. No more than one drawer may open more than 19 mm at any time.

2.10.6.11 Tilt test. The cabinet shall be placed on a hard, level surface in its operating position. The top compartment shall be evenly loaded with typical filing material with the weight of 0.471 g/cc. All other compartments shall be empty and closed. The loaded top compartment shall be fully extended and a horizontal force (pull) of 44.5 N shall be applied at the center point of the compartment front. The cabinet shall have failed the test if it tips over.

2.10.6.12 Spot weld test. A spot weld assembly of at least two parts of the end item cabinet shall be produced under production conditions. A chisel shall be driven between the welds or one part

shall be bent back until failure occurs. Failure around the periphery of the weld(s) shall be considered as complying with the requirements. Failure of the weld(s) shall be considered as failing to comply with specification requirements.

2.10.6.13 Rebound test. The file shall be leveled in its normal operating position and secured. The test drawer or shelf shall be uniformly loaded with an equally distributed filing weight of 0.471 g/cc and connected to a cycling device in a manner that causes the drawer to travel within 6.4 mm of the closed position and 6.4 mm of full extension without supporting or adding to the load on the suspensions and cycled 100 cycles. A force gage with a spring rate of 44.5 N inch shall be mounted and the drawer or shelf shall be opened to a force within 1 kg of the drawer or shelf load or 177.9 N, whichever is less. The drawer or shelf shall be released, allowing the force gage to close the drawer or shelf. This procedure shall be repeated 10 times for each drawer or shelf tested. The drawer or shelf shall have failed test if the rebound position of the drawer or shelf exceeds 38 mm average after ten closings.

2.11 Shelf file performance. Each shelf file shall comply with the following tests.

2.11.1 Rigidity. The cabinet shall be placed on a hard level surface in its operating position and the base shall be restricted from vertical and lateral movement. All compartments shall be empty and the top drawer or shelf shall be fully extended. A force of 178 N shall be applied perpendicular to the side of the cabinet within 25 mm of the top front corner. The cabinet shall have failed the test if the deflection is in excess of 6.4 mm for the 762 mm and 914 mm widths and 6 mm for the 1067 mm widths while the force is being applied. The deflection measurement shall be taken along the top front edge of the cabinet.

2.11.2 Door Test. Test only cabinet with fixed shelves. The cabinet shall be placed on hard level surface. An evenly distributed load of 13.6 kg per linear foot shall be placed on each shelf. The bottom edge of the closed door shall be grasped with the thumb and forefinger, with the thumb placed within 4 inches of the side. The door shall be raised to a horizontal position where it shall engage the track. The door shall then be pushed until it travels the full length of the track to the rear of the cabinet. The movements shall then be reversed by withdrawing the door the full distance of travel in the track and returning it to the closed position. This cycle shall be repeated at least five times. The above procedures shall be duplicated with the door grasped as specified herein, but with the thumb within 101.6mm of the other side. The cycle shall be repeated at least five times. A door shall have failed the test if it binds at any point in any cycle.

2.11.3 Packaging tests. All cabinets and shelf files must perform and meet the acceptable requirements of the following tests. Alternatively, in lieu of the shipping shock test and the shipping vibration test, the International Safe Transit Association (ISTA) pre-shipment test procedures may be used. If the ISTA test procedures are used, documentation showing ISTA certification shall be provided at the time of testing.

2.11.4 Shipping shock test. The test equipment shall comply with ASTM D-880. A complete fully assembled unit (cartoned) shall be submitted for test. Prior to cartoning, the unit shall be inspected for visual or functional damage and documented. The cartoned unit shall be placed onto the impact machine dolly flush against the back stop and parallel to the leading edge of the dolly. The catch mechanism located on the side of the dolly shall be tripped to allow the dolly to

move up the incline at a 10 degree angle. Once the dolly hits the automatic trip mechanism, the dolly will freely roll down the incline at a distance of 1219 mm and impact the back stop. This procedure shall be performed on 5 sides of the cabinet, excluding the top of the pack. The carton shall have failed the test if there is visual, structural or functional damage to the unit.

211.5 Shipping vibration test. The test equipment shall comply with ASTM D-999.

1) A complete fully assembled unit shall be submitted for test. Prior to cartoning the unit shall be inspected for visual and functional damage. The packaged product shall be placed on the vibration platform in its normal shipping position. Set the vibration frequency at a minimum speed sufficient to cause the packaged product to leave the platform momentarily so that a 1.6 mm shim may be inserted at least 100 mm between the packaged product and the surface of the platform. Vibrate the packaged product for a total of one hour. A single 90° horizontal rotation should be accomplished after the first one half hour of vibration, (if the size of the product makes a 90° rotation impractical, a 180° horizontal rotation is permissible.

2) Place the packaged product on the platform in its normal shipping position. Follow the same procedure as section 1.

3) Using the same vibration frequency, vibrate the packaged product for one half hour on all sides except the top (two and one half-hours total). Inspect the carton for visual, structural or functional damage. Remove the product from the carton and inspect it for visual, structural or functional damage to the unit.

3. REGULATORY REQUIREMENT. The offeror/contractor is encouraged to use recovered materials in accordance with Public Law 94-580 to the maximum extent practicable.

4. PRODUCT CONFORMANCE PROVISIONS. The products provided shall meet the salient characteristics of this Commercial Item Description, conform to the producer's own drawings, specifications, standards, and quality assurance practices, and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance.

4.1 Quality assurance provisions.

4.2 Responsibility for inspection. Unless otherwise specified in purchase order or the contract, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by the Government. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure that supplies or services conform to prescribed requirements. Cabinets shall be inspected for the defects in table III and for dimensional defects using the specified inspection levels and AQL's .

Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements specified herein. Sampling for inspection shall be performed in accordance with ANSI/ASQC Z1.4, unless the contracting officer or his/her

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representative approves an equal or better plan. A lot shall consist of units of one size and color. The sample shall be one each. Inspection levels and AQL's shall be as follows.

For fit, finish and all other workmanship - Level II, AQL 4.0 defects per hundred units.

For packaging, packing and marking - Level S-2, AQL 4.0 percent defective.

4.3 Examination of preparation for delivery. An examination shall be made to determine compliance with the requirements. The sample unit shall be one shipping container fully prepared for delivery. Sampling shall be in accordance with ANSI/ASQC Z1.4

4.4 Tests and test methods. Cabinet testing shall be performed in accordance with test methods specified. This does not preclude the use of other test fixtures if the mechanics of the system are duplicated for similar tests. Points or reference lines shall be provided as applicable so that accurate measurement may be taken to determine if any permanent distortion has taken place in any cabinet component under test. Failure of a cabinet to pass a test shall be considered as failing to comply with specification requirements.

5. PACKAGING.

5.1 Preservation and packaging. Unless otherwise specified, preservation and packaging shall be as specified in the contract or order. File accessories shall be secured to prevent movement within the pack and to prevent the accessories from damaging the files or the pack

5.2 Packing. Unless otherwise specified, packaged files shall be packed in a manner to insure carrier acceptance and safe delivery at destination. Containers shall be in accordance with Uniform Freight Classification and National Motor Freight Classification rules and rules and regulations of other carriers applicable to the mode of transportation. An impact detection device with companion label shall be affixed to all cartons in a location that is clearly visible. Known sources for these devices are Media Recovery, 1195 Empire Central, Dallas TX. 752~7, 1-800-527-9497, Impact-O-Graph, 20710 Lassen Street, Chatsworth, CA 91311-4598, (818) 341-3000 and Uline, Inc., 950 Albrecht Drive, Lake Bluff, IL 60044, (708) 295-5510. Blanket or shrink/stretch wrapped cartons excluded. If cabinets are stretch wrapped, an impact detection device is not required.

5.3 Marking.

5.3.1 Civilian agencies. In addition to any special marking required by the contract or order, shipping containers shall be marked in accordance with Federal Standard No. 123.

5.3.2 Military requirements. In addition to any special marking required by the contract or order, shipping containers shall be marked in accordance with MIL-STD-129.

5.3.3 Additional marking. In addition to the marking specified herein, arrows or prominent marks shall be placed on all 4 sides of each shipping container to indicate the position in which the container shall be handled during shipment. The word "UP" shall be placed at the point of the arrows in letters at least 50 mm in height on all four sides. The side panels of each shipping container shall be plainly marked as follows:

UP
FURNITURE
FRAGILE, HANDLE WITH CARE

6. NOTES.

6.1 Intended use. The files covered by this document are intended to be used for heavy duty and medium duty filing. The shelf files are intended for heavy duty office use.

6.2 Ordering data. Purchasers should select the preferred options permitted herein and include the following information in procurement documents.

- (a) Title, number, and date of this Commercial Item Description.
- (b) Item Name (lateral file or shelf file)
- (c) Type Duty (Medium or heavy)
- (d) Number of drawers and or shelves.
- (e) Laminate color
- (f) Color of the cabinet.
- (g) Packaging and packing.
- (h) Marking.

6.3 Plastic laminate panel. A sample panel of the decorative plastic laminate sheet is available from the General Services Administration, Federal Supply Service, National Furniture Center, Engineering Division, Washington, DC 20406.

6.4 Sample color panel. A sample of the baked enamel finish referenced in Fed. Std. No. 595 is available from the General Services Administration, Business Service Center, Specification Section, Suite 8100, 470 East L'Enfant Plaza, S.W., Washington, DC 20407.

6.5 Applicable documents.

6.5.1 Government publications. The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein.

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Federal Standards:

Fed. Std. No. 595 - Colors.

Fed. Std. No. 123 - Marking for Domestic Shipment (Civil Agencies)

(Single copies of this specification and other Federal Specifications required by activities outside the Federal Government for bidding purposes are available without charge from Business Service Centers at the General Services Administration Regional Office in Boston, New York, Washington, D.C., Atlanta, Chicago, Kansas City, MO., Forth Worth, Denver, San Francisco, Los Angeles, and Seattle, Washington.)

Military Standards:

MIL-STD-129 - Marking for Shipment and Storage

(Copies of Military Specifications and Standards required by contractors in connection with specific procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

6.5.2 Other publications. The following documents form a part of this specification to the extent specified herein. Unless a specific issue is identified, the issue in effect on date of invitation for bids or request for proposal shall apply.

ANSI/ASQC Z1.4 Standard:

Z1.4 –Sampling Procedures and Tables for Inspection by Attributes.

(The ANSI/ASQC Standard is obtainable from The American Society for Quality Control, P.O. Box 3005, 611 East Wisconsin Avenue, Milwaukee, Wisconsin 53201-4606.)

ANSI/BIFMA Standard:

X5.2-1997 – American National Standard for Office Furnishing – Vertical Files

(The ANSI/BIFMA Standard is obtainable from American National Standards Institute, Inc., 11 West 42nd Street, New York, NY 10036.)

American Society for Testing and Materials, Publications:

ASTM D-999 - Method for Vibration Testing of Shipping Containers

ASTM D-880 - Method for Incline Impact Test for Shipping Containers

(Application for copies should be addressed to the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.)

National Motor Freight Traffic Association, Inc., Agent:

National Motor Freight Classification.

(Application for copies should be addressed to the American Trucking Association, Inc., 2200 Mill Road, Alexandria 22314.)

Uniform Classification Committee, Agent:

Uniform Freight Classification.

(Application for copies should be addressed to the National Railroad Freight Committee, Suite 1120, 222 South Riverside Plaza, Chicago, IL 60606.)

Preparing Activity
GSA-FSS