

## 4.1.3 Component definition: storage



*Personal storage is often located under work surfaces.*



*Shelves (or open storage) are easier to manage/maintain*



*Kiosks or “towers” are strong solutions in lieu of “overhead bins”*



**Storage:** Storage falls into 2 major categories, drawer and shelf. Occasionally, wardrobe units are required, but these functions are often grouped and sometimes provided architecturally (closets). Shelf units are often enclosed creating “lockers” or cabinets. Drawer storage can be specified in several widths and heights. We recommend any drawer solution have multiple configurations to support filing numerous paper types. When specifying, drawer construction should include “fully extending” hardware and ball bearing suspensions. Shelves should be specified with height, width, depth and typically adjustable hardware. Make sure the shelf dimensions are clearly stated. Cabinet hardware should have “European” hinges with an opening capability of 135 degrees (at minimum).

**Individual Storage:** This term refers to storage (drawers and shelves) within an individual setting. It can be, in fact, shared if multiple employees use that space. Often individual storage can be specified with individual drawer locks. Typically individual storage consists of “pedestals”, “laterals”, “overheads” and shelves. Often storage is used for work surface support. Although this practice can reduce cost, it greatly limits flexibility and increases cost and disruption in moves. Free standing storage is recommended.

## 4.1.3 Component definition: storage *continued*



*Mobile storage facilitates moves and changes and can transition from individual to group storage easily.*



*Group storage is often “ganged” and located adjacent to circulation, or shared within “pods” of individual stations*



*Condensed or high density files are for specific uses and require structural evaluation.*



**Mobile Storage:** Mobile storage is similar to individual storage with the addition of casters to allow easy re-location. Often mobile storage does “double duty” by defining space, creating additional seating or work surface. Wherever possible mobile storage should be used: it reduces disruption during moves, it eliminates “handedness” and it increases user adaptability.

**Group Storage:** Group storage is much easier to maintain and monitor. By co-locating storage, it decreases the “territoriality” of the user. It also simplifies the increase of storage for one employee or the decrease of storage for another. Unusual storage requirements (oversized, rolled tubes, equipment requirements) should always be located in group settings to avoid duplication and underutilization. Multiple units should always be “ganged” or connected together with mechanical fasteners. When possible, the top of group storage should be used as a seat, or work surface at standing height (appropriate pad or countertop to be specified)

**Condensed Storage:** There are specific systems designed to increase storage within the same footprint. Typically they reduce the amount of circulation required between rows of storage. Special planning and structural requirements must be considered if these systems are to be used.