

Specification for

# Filing cabinets and suspended filing pockets

ICS 97.140

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 British Federation of Master Printers\*  
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 National Coal Board  
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This British Standard, having been approved by the Office Equipment and Supplies Standards Committee, was published under the authority of the Executive Board on 18 April 1969

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The following BSI references relate to the work on this standard  
 Committee reference FHM/4  
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### Amendments issued since publication

Amd. No.	Date	Comments
4189	March 1983	Indicated by a sideline in the margin
16158	September 2006	Changes to Clause 6 and to 7.1 and Clause 8

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## Foreword

This British Standard was published originally under the direction of the Office Machines and Equipment Industry Standards Committee. After being transferred to the Furniture and Household Equipment Standards Committee it was amended by Amendment No. 1:1983 and Amendment No. 2:2006.

Care has been taken to avoid a detailed constructional specification such as would inhibit freedom of design or the use of new materials and methods. Emphasis has instead been placed on dimensional standardization and functional requirements.

NOTE Where imperial equivalents are shown, the metric units are to be regarded as the standard. The conversions are approximate. More accurate conversions should be based on the tables in BS 350, "*Conversion factors and tables*".

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a British Standard cannot confer immunity from legal obligations.**

### Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 6, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

## 1 Scope

This British Standard specifies dimensions and other requirements (excluding finish) for two kinds of filing cabinet, one intended primarily for the storage of A4 documents<sup>1)</sup> and the other designed to hold foolscap papers. Either kind may have 2, 3 or 4 drawers. Dimensions of suspended filing pockets for use in filing cabinets are also included.

## 2 Definitions

For the purposes of this British Standard the following definitions apply (see also Figure 1):

### 2.1

#### **filing cabinets of foolscap and A4 size**

cabinets designed to hold documents of these respective sizes, contained in files

### 2.2

#### **width**

a horizontal measurement from side to side on a line parallel with the front of the cabinet

### 2.3

#### **height**

a vertical measurement from top to bottom

### 2.4

#### **depth**

a horizontal measurement from front to back

### 2.5

#### **suspension rails**

a pair of parallel rails for supporting the hangers of suspended files, extending substantially the whole depth of the drawer. Suspension rails may be separate parts or alternatively may be suitably formed from the sides of the drawer

### 2.6

#### **suspension slides**

the members which suspend the drawers in a cabinet and allow them to slide in and out

### 2.7

#### **suspended filing pockets**

filing pockets designed to hold documents or files and equipped with hangers for engagement with filing cabinet suspension rails

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<sup>1)</sup> BS 4000, "Specification for sizes of papers and boards".

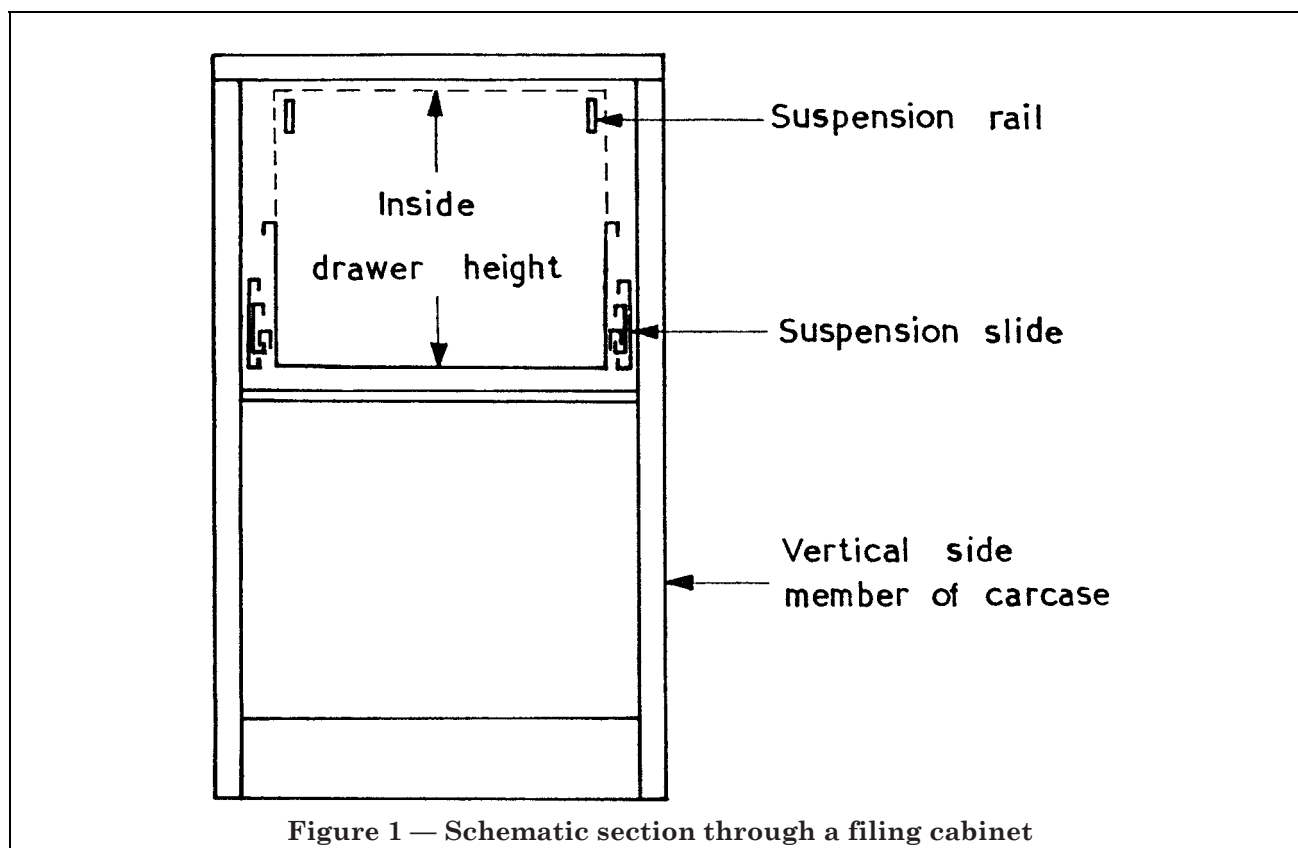


Figure 1 — Schematic section through a filing cabinet

### 3 Tolerances

Unless otherwise stated, the tolerance on all dimensions shall be  $\pm 1$  mm.

### 4 Dimensions

The dimensions of A4 and of foolscap cabinets shall be in accordance with Table 1, Table 2 and Table 3 below.

Table 1 — Carcasses

	A4		Foolscap		Notes
	mm	(in)	mm	(in)	
Height (overall) {					
2-drawer cabinet	710	28	710	28	
3-drawer cabinet	1 015	40	1 015	40	
4-drawer cabinet	1 320	52	1 320	52	
Width (overall maximum)	412	16¼	470	18½	See Note 1
Width (internal minimum)	362	14¼	420	16½	See Notes 1, 2 and 3
Depth (overall, with drawers closed and excluding handles)	620	24½	620	24½	See Note 1

NOTE 1 Measurements apply to 2, 3 and 4 drawer cabinets.

NOTE 2 Measurements to be made between vertical side members of the carcass.

NOTE 3 These widths are 32 mm (1¼ in) greater than the widths between the centres of the suspension rails (see Table 3) to permit the hangers of suspended filing pockets to pass through the carcass opening.

**Table 2 — Drawers (all cabinets)**

	A4		Foolscap		Notes
	mm	(in)	mm	(in)	
Height (minimum internal)	270	10 $\frac{5}{8}$	270	10 $\frac{5}{8}$	See Note 1
Width (minimum internal)	330	13	384	15 $\frac{1}{8}$	See Note 2
Depth (minimum unobstructed internal)	560	22	560	22	

NOTE 1 Measured from the highest point on the inside floor of the drawer to the underside of the cross rail or that part of the carcass which separates the drawers.

NOTE 2 The majority of A4 suspended filing pockets are approximately 318 mm (12 $\frac{1}{2}$  in) wide. The average width of foolscap suspended filing pockets is 375 mm (14 $\frac{3}{4}$  in).

**Table 3 — Suspension rails (all cabinets)**

		A4		Foolscap		Notes
		mm	(in)	mm	(in)	
Height (minimum)	Upper position	257	10 $\frac{1}{8}$	257	10 $\frac{1}{8}$	See 5.3.2 and Note 1
	Lower position	241	9 $\frac{1}{2}$	241	9 $\frac{1}{2}$	
Clearance above (minimum)	Upper position	13	$\frac{1}{2}$	13	$\frac{1}{2}$	See 5.3.2 and Note 2
	Lower position	29	1 $\frac{1}{8}$	29	1 $\frac{1}{8}$	
Width between centres		330	13	388	15 $\frac{1}{4}$	

NOTE 1 Height measurements to be made from the top of the suspension rail to the floor of the drawer.

NOTE 2 Clearance distances to be measured from the top of the suspension rails to the underside of the carcass cross rail.

## 5 Requirements for drawers and drawer fittings

**5.1 Opening of drawers.** When a drawer is fully opened, not more than 40 mm (1 $\frac{1}{2}$  in) of the drawer shall remain within the cabinet carcass.

NOTE It is desirable that cabinets should be so constructed that when a drawer is fully opened the back of the drawer is in advance of the front of the cabinet carcass. This will enable the rearmost files to be withdrawn without obstruction.

### 5.2 Drawer fittings

**5.2.1** Each drawer shall be fitted with either of the following, and be capable of being fitted with both:

- 1) a movable compressor which can be firmly arrested in substantially any desired position along the whole depth of the drawer;
- 2) a pair of suspension rails (where these are not integral with the drawer sides).

**5.2.2** A drawer pull suitably designed and of adequate strength.

**5.2.3** A suitable card holder fitted to the outside of each drawer.

### 5.3 Suspension rails

**5.3.1** The suspension rails shall be spaced as indicated in Table 3.

**5.3.2** In addition, suspension rails shall be capable of vertical adjustment to accommodate both tabbed and flat-topped suspended filing pockets.

NOTE Tabbed pockets project to a greater degree above the suspension rail than the flat topped pockets which project above the suspension rail by only a small amount. In many cases, flat topped pockets extend further below the rail.

**5.3.3** The suspension rails shall be so designed that when tested in accordance with the conditions specified in clause 9 the downward deflection shall not exceed 3 mm ( $\frac{1}{8}$  in) and the sideways deflection shall not exceed 1 mm (0.04 in).

**5.3.4** The operative edges of suspension rails shall be smooth and preferably rounded in order to facilitate easy movement of the files.

#### **5.4 Drawer suspension**

**5.4.1** *Text deleted*

**5.4.2** *Text deleted*

**5.4.3** All components of the drawer suspension shall be suitably protected against corrosion.

**5.4.4** *Text deleted*

#### **5.5 Locks**

**5.5.1** The provision of locks shall be optional.

**5.5.2** Where locks or locking mechanisms are provided they shall be of such a kind as to lock all drawers of the cabinet simultaneously. They shall be so designed that it is not possible to manipulate the locking mechanism by inserting a tool or metal strip through the space between the drawer head and carcass side or by any other means.

NOTE The type of lock, where required, should be decided between the purchaser and the supplier.

### **6 Performance requirements**

*Text deleted.*

### **7 Safety requirements**

**7.1** The cabinet shall conform to BS EN 14073-2:2004<sup>2)</sup>. In addition, the cabinet shall conform to the requirements specified in 7.2 and 7.3.

**7.2** Each card holder shall be fitted with a card on which shall be printed in red the word WARNING and notification that the cabinet is likely to topple if:

- 1) the upper drawer or drawers are loaded and pulled out when the lower drawer or drawers are empty;
- 2) a second drawer is pulled out before the first drawer is pushed back.

**7.3** In order to prevent a cabinet from toppling when the drawers are disproportionately loaded, three holes of 7 mm (0.276 in) diameter shall be provided (one in the back and one in each side) so that the cabinet may be bolted to the wall or to the adjacent cabinet or cabinets. Alternatively, elongated holes of 7 mm (0.276 in) width may be provided to cater for vertical misalignment.

**7.3.1** *Vertical measurement.* The height of the centres of these holes or slots measured from the floor shall be as follows:

- 1) 2 drawer cabinet 635 mm (25 in)
- 2) 3 drawer cabinet 940 mm (37 in)
- 3) 4 drawer cabinet 1 245 mm (49 in)

The tolerance on these heights shall be  $\pm 0.5$  mm.

**7.3.2** *Horizontal measurement.* The centres of the holes or slots in the back shall be on the centre line and those in the sides shall be 300 mm (11  $\frac{3}{4}$  in) from the front of the carcass.

NOTE The risk of toppling will be reduced but not necessarily eliminated if the holes are used to bolt two or more cabinets together.

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<sup>2)</sup> BS EN 14073-2:2004, *Office furniture — Storage furniture — Part 2: Safety requirements.*



## 8 Marking

The following information shall be legibly and permanently marked on the carcass or drawer of a filing cabinet:

- 1) the name or trade mark of the manufacturer;
- 2) the number of this British Standard.

NOTE The mark BS 4438 on or in relation to the product is a claim by the manufacturer that it complies with the requirements of the standard.

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## 9 Additional test for suspension rails

With the drawer loaded to 22 kg of uniformly distributed suspended filing pocket, measure any deflection of the suspension rails (see 5.3.3).

Figure 2 — *Figure deleted*

## 10 Dimensions of suspended filing pockets

10.1 The cut-outs on the hangers of suspended filing pockets shall be so dimensioned as to engage with the filing cabinet suspension rails (see Table 3).

10.2 The overall width of the hangers shall be such that the ends do not foul the vertical side members of the cabinet carcass when in use (see Table 1).

10.3 The highest point of the pocket above the top of the notch which rests on the suspension rail shall not exceed:

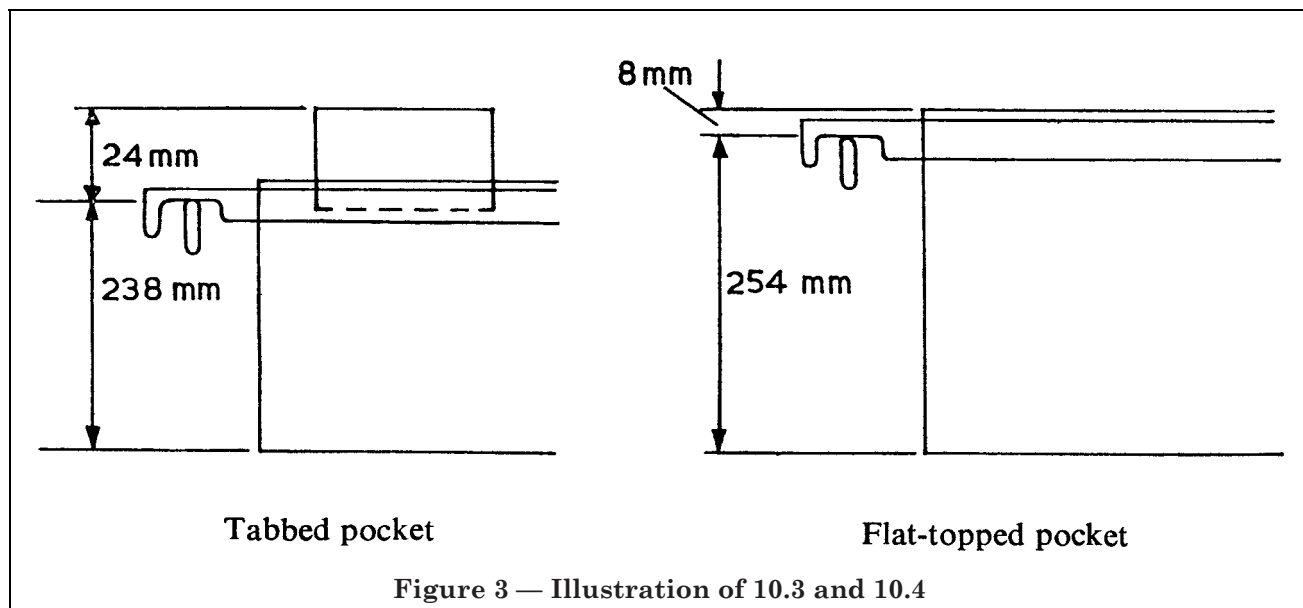
(1) Flat-topped pockets	8.0 mm ( $\frac{5}{16}$ in)	} See Figure 3
(2) Tabbed pockets	24.0 mm ( $\frac{15}{16}$ in)	

10.4 The lowest part of the pocket below the top of the notch shall not exceed:

(1) Flat-topped pockets	254 mm (10 in)	} See Figure 3
(2) Tabbed pockets	238 mm ( $9\frac{3}{8}$ in)	

10.5 The maximum width of suspended filing pockets (excluding hangers) shall be as follows:

A4	318 mm ( $12\frac{1}{2}$ in)
Foolscap	379 mm ( $14\frac{15}{16}$ in)





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