

Flat File Cabinets

1 Select a cabinet interior at least 6 inches wider than your widest sheet
This margin allows documents to be placed without forcing corners, accommodates hanging file jackets, and provides clearance for retrieval. A 50in interior is the safe choice for any organization that works with ARCH E (36x48in) sheets.

3 Measure every doorway and hallway before delivery
A fully assembled 50in flat file cabinet is over 53 inches wide. Narrow corridors, 90-degree turns, and standard elevator widths can all prevent positioning the cabinet in the intended location. Measure first.

5 Always specify locking models for regulatory or client-facing drawings
The cost difference between locking and non-locking flat file cabinets is minimal. For any environment storing permit sets, client deliverables, or legally sensitive drawings, a locking model is the professional standard.

7 Do not stack flat file units above the manufacturer maximum
Most manufacturers allow a maximum of 2 no-base units stacked on a flat closed base. Exceeding this creates instability and places excessive stress on the lower unit's frame, which can permanently distort drawer alignment.

9 Label every drawer before loading to enable systematic retrieval
Chrome label holders on each drawer face are standard on commercial flat file cabinets. Establish a labeling system (by project number, year, discipline, or geography) before loading the first drawer.

2 Dock delivery is required for full-size flat file cabinets
These cabinets ship fully assembled and weigh 195 to 280+ lbs empty. Residential delivery is not available. Confirm a loading dock or freight elevator is available at the delivery address before placing the order.

4 Ball-bearing drawer slides are worth the premium for high-use installations
Ball-bearing slides with case-hardened balls provide smooth, quiet operation through thousands of open and close cycles. Nylon rollers are adequate for light-to-moderate use but develop friction and wear faster under heavy daily use.

6 Use the rear hood and front depressor together to protect archival documents
The rear hood prevents documents from sliding out the back of the drawer when fully extended. The hinged front depressor prevents curl at the drawer face. Both features are essential for archival-quality storage of irreplaceable materials.

8 Tropic Sand is the most commonly specified finish in commercial A/E environments
This warm beige/tan baked enamel has been the default for flat file cabinets in architecture and engineering offices for decades. If you want to match existing filing equipment in an established office, Tropic Sand is the most likely match.

10 Verify floor load capacity for stacked configurations on upper floors
A stacked 2-unit 50in flat file fully loaded can approach 700 lbs in a small footprint. Older buildings and upper-floor installations may require structural review before placing this concentrated load in a single location.