

**SPECIFICATION
FOR
CABINETS, FILE, STEEL, LATERAL**

SCOPE

This specification covers requirements for steel lateral filing cabinets that may be used for filing letter and other size materials either laterally or in a front to back arrangement. These requirements are based on general industry standards and are intended to provide high quality steel lateral file cabinets that will withstand constant use for long periods.

I. CLASSIFICATION

Lateral filing cabinets shall be categorized by CLASS, TYPE, SIZE, and STYLE as Follows:

A. Class I. Extended Lines

1. TYPES

Type I	Two Drawer High	(Nominal 12" Height Opening)
Type II	Three Drawer High	(Nominal 12" Height Opening)
Type III	Four Drawer High	(Nominal 12" Height Opening)
Type IV	Five Drawer High	(Nominal 12" Height Opening)

2. SIZES

30 Inches Wide 36 Inches Wide 42 Inches Wide

3. STYLES

All Drawers
All Shelves
All Drawers and One Top Shelf
All Shelves and One Bottom Drawer

B. Class II. Limited Lines

TYPES, SIZES, AND STYLES, SAME AS CLASS I.

II. APPLICABLE SPECIFICATIONS AND STANDARDS

Referenced specifications and standards shall be the latest issue in effect on the date of the Invitation for Bids. Copies of referenced materials may be obtained from the issuing organizations at the addresses shown. The following documents form a part of this specification to the extent specified herein.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), 1430 Broadway, New York, NY 10018:

- ANSI/BIFMA X5.9 File/Storage Units-Tests.

AMERICAN SOCIETY FOR TESTING MATERIALS (ASTM) 1916 Race Street Philadelphia, PA 19103:

- ASTM D-3359 Method for Measuring Adhesion by Tape Test

- ASTM D-3363 Test Method for Film Hardness by Pencil Test

FEDERAL SPECIFICATION - Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402

- TT-C-490E - Cleaning Methods for Ferrous Surfaces and Pre-treatment for Organic Coatings.

III. REQUIREMENTS

A. SPECIFIC REQUIREMENTS: Class I. Extended Lines

1. Lateral File Line must offer configurations as described under I. CLASSIFICATION, A. Class I.
2. All configurations must be available with or without locks.
3. Optional drawer heights of 3", 6", 9", 15" must be available.
4. Must offer Accessories such as, but not limited to, Storage Cabinets, Wardrobes, shelves, etc
5. Must offer minimum of 16 colors.

B. SPECIFIC REQUIREMENTS: Class II. Limited Lines

1. Lateral File Line must offer configurations as described under I. CLASSIFICATION, B. Class II.
2. All configurations must be available with locks.
3. Must offer minimum of 7 colors.

C. GENERAL REQUIREMENTS: Class I. Class II.

1. All lateral files furnished under this specification shall meet or exceed the requirements of ANSI/BIFMA X5.9, ASTM D-3359, ASTM D-3363 and Federal Spec. TT-C-490E.
2. Lateral files shall be new and in first class condition. All products offered shall be current standard products of an established manufacturer. The lateral file shall be complete with all accessories and equipment normally furnished by the manufacturer and customarily used in lateral file operations, whether such accessories and equipment are stipulated herein or not. All units shall be free from defects, imperfections, or hazards that might affect appearance, normal life, and serviceability or user safety.
3. There shall be no exposed raw metal edges that might cause personal injury or damage to floors.
4. Drawer and Receding door locks shall control the locking of all cabinet compartments. When the locking mechanism is activated, it shall hold the drawers and doors positively locked and secured against any forward tilting of the cabinet or hand pressure applied to the drawer or door.
5. All nuts, bolts, screws and fastening devices shall be corrosion resistant. The use of paint or lacquer as the sole corrosion inhibitor is prohibited. Counterweights are required for all types.
6. A caution label shall be affixed to the interior surface of the top compartment, prominently visible to the user when the compartment is opened, advising the user to adjust the glides so that the cabinet is level from side to side and where applicable the front is slightly higher than the back. The label shall advise the user that bottom compartments should be loaded first. Reference should also be made, on the label, to an instruction sheet for conversion from letter size to legal size filing and vice versa.

7. Details not specifically covered in this specification shall be in accordance with the best commercial practice for products of this type.

D. FABRICATION

1. All welds shall be sound and without porosity. Exterior welds shall be smooth and interior welds shall have no sharp edges or rough surfaces. Welds, rivets, and braces shall assure rigidity, strength and proper alignment.
2. File cabinets shall have one piece or unitized construction. If modular construction is used, each module shall be unitized. File cabinets shall not tilt or deviate from a true vertical state.

E. MATERIALS

CABINET - The cabinet case front, sides, back, top, bottom and interior supporting members shall be manufactured of not less than 22 gauge steel, be rigidly formed, braced, reinforced and welded to withstand heavy usage without distortion, warping or twisting. The cabinet's case shall be designed to hold both fixed front drawers and roll out shelves with receding doors. The cabinet bottom shall have easily adjustable glides at each corner. Interiors shall be completely modular and interchangeable so that cabinets may be fitted with new accessories as required.

DRAWERS - Drawers shall be made of not less than 22 gauge steel with front attached and shall have the following features: (Note: If drawer fronts have inner heads, not less than 24 gauge steel may be used to fabricate the inner head)

1. All drawers shall have provisions for filing letter and legal documents both in a lateral and front-to-back manner. All adjustable components shall be designed for easy configuration changes.
2. Each drawer shall be equipped with hanging folder frames to support letter or legal documents filed in a lateral manner and/or a front-to-back manner. The method of filing will be specified in the Invitation for Bids. Hanging folder frames to be provided for each drawer.
3. Drawer pulls shall be integral, die cast zinc or other suitable material.
4. Drawers shall be equipped with a safety interlock system that allows only one drawer to be opened at a time. When one drawer is opened up to two inches beyond the fully closed position, the interlock shall prevent any other drawer from being opened more than two inches.

SHELVES - Roll out filing shelves with receding or drop doors shall be manufactured from not less than 22 gauge steel. The receding door shall operate on rollers or other suitable mechanism and the mechanism shall be durable and operate in a trouble free manner.

1. All shelves shall be equipped with a minimum of three adjustable dividers unless otherwise specified in the Invitation for Bids.
2. Shelves shall be equipped with a safety interlock system that allows only one shelf to be opened at a time. When one shelf is opened up to two inches beyond the fully closed position, the interlock shall prevent any other shelf from being opened more than two inches.

DRAWER AND SHELF SUSPENSIONS - Drawers and shelves will rollout and shall operate on full ball-bearing progressive suspensions. Members of the suspension shall be cold drawn steel, zinc plated or other suitable material to prevent rust, and of adequate strength to support loaded shelves or drawers. Suspension shall accommodate uneven drawer loading and uneven push or pull forces when opening or closing. Drawers and shelves shall operate smoothly without noticeable sticking or uneven motion.

GLIDES - All units shall be equipped with 4 adjustable glides approximately 1" in diameter, shipped in a recessed position and adjustable from inside the cabinet. Hex shaped glides of similar size are acceptable.

HARDWARE - All face hardware shall be corrosion resistant steel, chromium plated, aluminum or die cast zinc alloy, brass, bronze or other acceptable durable material. Face hardware shall be polished and all hardware free of sharp edges or burrs.

FINISH - All interior and exterior surfaces shall be properly cleaned and prepared for application of finish coating. The cleaning and priming of surfaces shall conform to one of the methods of Federal Specification TT-C-490E. All surfaces shall be coated with baked enamel coating not less than 1 mil. (- 0.2 mil) thickness. The finish shall be in accordance with the manufacturer's commercial practice and shall be smooth and uniform, without runs, wrinkles or embedded foreign particles.

CABINET GANGING AND/OR ANCHORING - Cabinets shall be provided with knockouts or drill templates to facilitate ganging of cabinets and/or anchoring to the wall or floor. If knockouts are not provided, ganging and/or anchoring templates and instructions are to be furnished with each lateral file.

COUNTERWEIGHTS – Any counterweight must be secured against movement at the factory.

IV. WARRANTY

Steel Lateral Files furnished under this Specification shall be new and guaranteed against defects in materials, workmanship and performance in accordance with the manufacturer's standard warranty, except that in no event shall such coverage be for less than five (5) years from date of acceptance. The contractor agrees to promptly replace any part or parts that fail, due to defective material, workmanship or performance, under normal use, free of negligence or accident. Such replacement shall be free of any charge to the owner or his representative.

V. ACCEPTANCE EVALUATION AND QUALITY ASSURANCE

A. All prospective bidders, of Steel, Lateral File Cabinets, under this specification shall furnish, this office, copies of certified test results that are outlined below. For the purpose of this specification, "certified" shall mean that the test results are certified and provided by an independent laboratory acceptable to the State of North Carolina.

All test results shall meet or exceed the applicable test requirements. Tests must be performed on the actual Steel, Lateral File Cabinet offered in the Invitation for Bids. The contractor shall be responsible for the performance of all test requirements specified herein.

The following Certified Test Reports are required:

ANSI/BIFMA X5.9 - American National Standard Tests for File/Storage Units

ASTM D3359 - Adhesion by Tape Test, Method B (Must meet Classification 5B)

ASTM D3363 - Film Hardness by Pencil Test (H hardness lead pencil at a 45 degree angle with no marring when viewed in a strong light)

B. An Engineering evaluation will be made of the overall design and material utilization to determine the acceptability of the finished product. The evaluation will include, but will not be limited to, methods used to reinforce cross rails and side panels, gauge of steel used, drawer latch mechanism, follower operation, assembly and alignment of the suspension system including the bearing system.

VI. DELIVERY AND PAYMENT

Delivery and payment for all equipment under this specification shall be in accordance with the terms and conditions of the Invitation for Bids. The contractor shall be responsible for any packing, packaging, or protection required to assure delivery in an undamaged condition.

VII. ORDERING DATA (For P & C use only)

Purchasers should exercise any desired options offered herein and should specify the following in the requisition and Invitation for Bids:

1. Title, Number and Date of this Specification
2. Type, Size, Style and Class (See Classification)
3. Optional items (Front to back or lateral filing)
4. Color
5. Quantity
6. If adjustable dividers are not required
7. If locks are required

*******End of Specification*******