

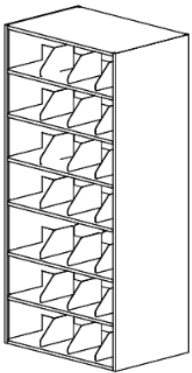
Storage and Filing Systems Intake Checklist – Instructions

Instructions:

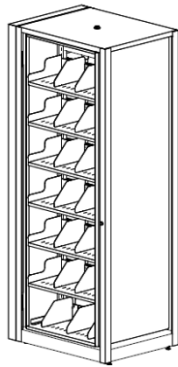
- Please fill out Page 2 of this document.
- Please fill out a separate form for each different configuration for your project.
- Anything that has a **red border** on the field is required.
- Send in the completed Intake Checklist (pg. 2) to your local Safco Representative. You will work with them to get your project submitted, designed and completed with our Design Services team.
- If you select a contract for pricing please enter which contract (i.e. Omnia, GSA, etc.)
- Along with the survey, please include any drawings or specs that could be helpful for the Safco Design Services Team.
- If you have any questions or concerns please contact your local Safco Representative.

Additional Information:

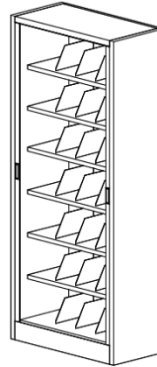
- Our High-Density Storage products can be found in our online [Price List](#).
- All of these products except Mobile 1000 can be ordered as typicals. These typicals are set up for Letter & Legal end-tab filing and can be specified with just one model number.
- Mobile 1000 does not have typicals because it is a custom solution specified to fit the space it is going into and the items it will be storing.



4-Post



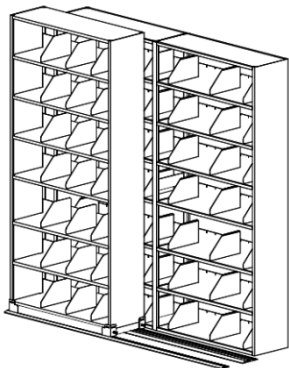
Arc-Rotary



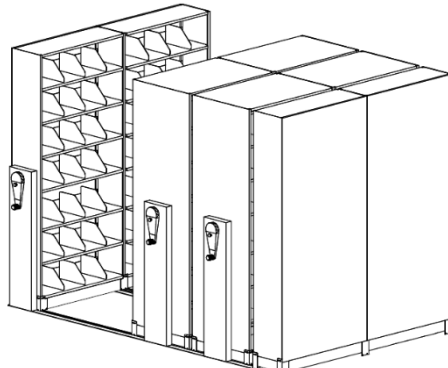
File Harbor



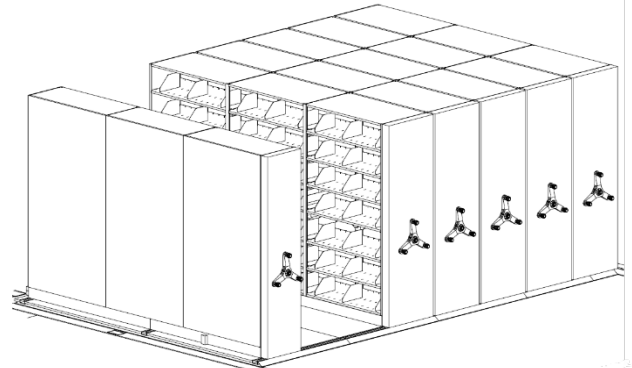
Flip-N-File



4-Post on Kwik Track



4-Post on Mobile Lite



4-Post on Mobile 1000

Storage and Filing Systems Intake Checklist

Project Name:

Pricing:

Commercial

Contract

Step 1: Storage Type and Mobilization

4-Post:

Height:

Depth:

Shelf Spacing:

Shelf Style:

Box/Bulk Storage:

Box Dimensions: _____" D x _____" W x _____" H

Estimated Number of Boxes:

Additional Storage Options/Accessories:

10.5"H Drawers – Qty:

Locking Drawers Systems

Wardrobe Bars

4.5"H Drawers – Qty:

Keyed Alike System

Slat Wall

6"H Drawers - Qty:

Back/Center Panels

Reference Shelves

Other Storage Requirements:

Arc-Rotary

Height:

Depth:

Shelf Spacing:

Other Options:

File Harbor (fixed depth of 17.75"):

Height:

Width:

Shelf Spacing:

Other Options:

Flip-N-File (fixed depth of 17" and fixed width of 36"):

Height:

Step 2: Required Room Information

Mobile systems typically weigh 125-200 lbs per square foot. Engineering or architectural review will be required to ensure the floor can support the combined weight of the system and stored media. Fire code requires 18" clearance from top of shelving to sprinkler.

Ceiling Height and Obstructions

Ceiling Height:

Clearance from floor to sprinklers:

Clearance to other ceiling obstructions:

Ground Floor Location:

Step 3: Mobile 1000 Specific Information

Ramp Style:

Deck Covering Material:

Fire Retardant Decking:

Floor Lock Required:

Any Additional Notes: