



Filing System Survey

User Company _____ Date _____
 Address _____

 City/State/Zip _____/_____/_____
 Phone/Fax _____/_____
 Contact Person _____

Filing Area Information

Note: Floor plan or sketch must be enclosed showing dimensions or filing area. (Windows, columns, electrical outlets, other obstructions, etc., must be shown with dimensions; also show existing furniture which may remain in the area).

Height from floor to bottom of sprinklers? _____ If no sprinklers, height to ceiling? _____
 Ground floor? _____ Or upper floor? _____ Carpeted? _____ Or tile/bare floor? _____
 Need for security? _____ If so, can filing area be locked? _____
 Appearance concerns (front office or back office area; visible to clients or customers)? _____

If there are aisles in the filing area, are these for access to files only, or for others passing through the area? _____
 ADA or handicap ramp access needed? _____
 Is seismic anchoring required? _____

Filing System

Type of media: filing? ____ If so, letter or legal? _____ Top-tab? _____ Side/end-tab? _____
 If currently top-tab filing, will customer consider conversion to side/end-tab filing? _____
 If media is other than standard filing, describe and give size _____

Filing System (cont.)

If box storage, can unslotted shelves be used? _____ Requirement for pass-thru? _____

How much clearance is needed between shelves for media? _____

No. of filing inches (or storage inches) in the total filing system? _____

How much (if any) filing/storage capacity should be added for growth? _____

Average no. of files (or stored items) per inch _____

How often is average folder pulled for use (i.e., 1X/wk, 3X/mo., 1X/qtr.)? _____

How many people access the files? _____

How many daily file transactions are there? _____

Is all media active, or is there a mixture of active and inactive files? _____

Special needs/other considerations: _____

For assistance, call Mayline Group at 800-822-8037.

Mail this survey to: Mayline Group
Space Planning
P.O. Box 728
Sheboygan, WI 53082-0728

or FAX to: 920-208-7970