

Storage at the Point of Use

Custom Storage Solutions assist Toronto Based Law Firm Function more Efficiently



THE CHALLENGE

Administrative staff members at a Toronto-based law firm had to accommodate case files storage close to their desks to help with day-to-day filing; however, they found it difficult to keep large case-files stored together in the four to six-drawer lateral filing cabinets currently being used. In some instances, one individual case file could be made up of large banker boxes, binders and file folders. Traditional lateral filing drawers provided very limited options for storing these items because the binders needed to be stacked on top of one another to fit in the drawer and the banker boxes were often stored on the floor next to the cabinets.

The firm needed an alternative point-of-use filing solution that would give the staff the capability to store all three types of files in one space, without any adjusting on the interior of the cabinets, so that all materials for one case could be located together.

THE SOLUTION

Spacesaver Solutions, the Authorized Spacesaver Representative in Ontario, had successfully implemented other point-of-use storage solutions for several law firms in the Toronto area and was chosen to assist this particular firm with their storage challenges.

A custom-designed cabinet from KI[®] was selected as the point-of-use storage solution for the administrative staff. This cabinet has six shelves, all designed to be the height appropriate for housing files, binders and boxes equally, without any need to raise or lower the shelves. Unlike traditional cabinets, the center support frame was removed allowing staff full access to and utilization of each shelf.

The cabinets were installed in stationary applications around the administrative workstations and in centralized filing spaces for quick access. The centralized filing spaces

Mechanical-assist mobile systems were installed in the Accounting, Records and Minute Book departments



Bi-File Rail Mobile System
outfitted with custom KI cabinets



were also maximized through the use of Spacesaver Modular Bi-File (two row) high-density mobile storage. In this high-density storage solution, two rows of filing equipment are placed in nearly the same footprint. The front shelf sections rest on movable carriages that travel back and forth. This movement allows access to the back row of stationary shelving.

Three Spacesaver mechanical-assist mobile systems were installed in the Accounting, Records and Minute Book departments to maximize storage capacity. An Eclipse Powered System® with custom dual entry wood veneer end panels now houses the firm's legal library.

STORAGE SOLVED

The benefits of the newly implemented storage solutions at this Toronto law firm are both increased capacity for file storage and the creation of more space for other functions of the business, so much so that the firm has added additional lawyer's offices.

The new filing solutions also increased production from support staff due to less time spent searching for files. The KI cabinets also provide additional security, since banker boxes can be locked up behind closed doors, vs. being stacked on the floor.

The staff also enjoys the overall look and feel of their working environment, which is now more organized, less cluttered and easier to navigate.

To learn more about Spacesaver Storage Solutions and how a Spacesaver Storage Specialist can help you overcome your storage challenges, please visit www.spacesaver.com or call 1-800-492-3434.



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