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## COMMERCIAL ITEM DESCRIPTION

### FILE CABINETS, VERTICAL, STEEL

The General Services Administration has authorized the use of this Commercial Item Description.

1. **SCOPE.** This commercial item description covers minimum requirements for medium and heavy duty, vertical file cabinets.

#### 2. SALIENT CHARACTERISTICS.

2.1 Design. The filing cabinets covered by this commercial item description are compatible with other contemporary style, steel office furniture, with satin finish, flush mounted, drawer face hardware.

2.2 Case. The case (including top and bottom) shall be completely set-up welded construction or otherwise mechanically joined with a closed bottom (drainage, fabrication, and lock bar openings permitted). Welding and brazing shall be neat, uniform and adequate to insure rigidity and strength. The sides, top, and back of the cabinet case shall have smooth even surfaces and shall be without holes or indentations except for scored knockouts. Knock-out outlines will be permitted in locking area in cabinet's top.

2.3 Material. All materials shall be unused and free from defects that affect serviceability or appearance of the finished product.

2.4 Face hardware for cabinets finished in any solid color. The exposed surface of all face hardware used on a single unit shall be finished to match each other within the limits of the base material and protective plating used.

2.5 Locks. The locking mechanism shall be activated by one key-operated lock. The lock shall be a disk or pin tumbler type, having not less than four disk or pin tumblers and shall be securely

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installed. The lock shall not be removable without the use of tools or manipulation of the lock bar. The lock shall have not less than 125 key changes. When in the locked position, the face of the installed lock shall project beyond the face of the cabinet case not less than 1.6 mm nor more than 5.6 mm. The lock shall be lubricated with a lubricant recommended by the lock manufacturer. The lock shall be operated by a grooved key. Two identical keys shall be supplied with each lock. The keys shall operate easily and smoothly in performing their intended function..

**2.6 Drawers.** Drawer sides, back and front shall be welded or otherwise mechanically joined. They shall have full inner heads. The drawers shall have follower blocks, which is located in the middle or upper portion of the drawer sides. The follower block shall be adjustable throughout the full depth of the drawer and shall engage solidly. Drawers shall be removable but designed to prevent unintentional removal. Clear inside drawer height dimension shall be 254 mm, minimum.

**2.7 Drawer stops.** Each drawer shall be provided with a stop that will prevent the drawer from falling out when fully extended;

**2.8 Drawer suspensions precision ball telescoping, steel.** Suspensions shall be in accordance with the best commercial practice which operate quietly and smoothly. Movement shall be a smooth, even, telescoping action. Suspensions shall be lubricated with a lubricant recommended by the suspension manufacturer. All drawer suspensions shall withstand the suspension service tests.

**2.8.1 Drawer face hardware (pulls, latch releases, and label holders.** The face hardware may be single, recessed, integrated unit and label holder or may be separate units consisting of a drawer pull, latch release and label holder. The exposed surfaces of all face hardware used on a single unit shall be finished to match each other within the limits of the base material and protective plating used. The hardware unit shall be securely attached to the outer drawer front. All surfaces of the hardware unit shall be finished and smooth to eliminate roughness and sharp edges.

**2.8.2 Drawer latch and label pull.** The drawer latch and label holder shall be integral with the pull when recessed pulls are used. The finger grip shall be located below the label holder. It shall provide a comfortable handgrip, rounded and smooth.

**2.8.2.1. Drawer latch release mechanism.** The latch release shall operate without jamming or binding.

**2.8.2.2 Label holder.** A label holder shall be provided on each drawer.

**2.9 Finish.** All surfaces shall be pretreated. File drawer inner fronts follower blocks may be a different color than specified for the units if color harmony is maintained. The finish on all exterior surfaces shall level out to produce smooth, uniform surfaces without runs, wrinkles, grits, areas of thin film or no film, or separation of color.

Unless otherwise specified, the filing cabinets shall be finished in one of the following colors from Federal Standard No. 595:

Gray - No. 26134  
Black - No. 27040  
Parchment - No. 27769

Alternatively, the manufacturer may provide in addition, their commercial color, subject to approval of the contracting officer.

## 2.10 Labels.

2.10.1 Caution label. A caution label shall be affixed to the top left corner face of the top drawer as shown:

Caution:

1. Load the bottom drawers first.
2. Open only one drawer at a time.

The label shall not be removable by hand without defacement after being affixed for 4 hours.

2.10.2 Identification label. There shall be an identification label affixed to the inside wall of the top drawer in the cabinet so as to be readily visible and readable when the drawer is open. It shall bear the contractor's name or trademark, contract or order number, National Stock Number, and year of manufacture.

2.11 Workmanship. A high degree of craftsmanship shall be exercised while performing the various operations of manufacture to eliminate the possibility of personal injury due to burrs and sharp edges; to assure that the occurrence of defects will not exceed the acceptable quality level specified herein; and to produce a finished commodity that is satisfactory in function, serviceability and appearance.

2.12 Performance. Each filing cabinet shall comply with the following.

2.13 Shipping shock test. The test equipment shall comply with ASTM D-880. A complete, fully assembled, cartoned unit shall be submitted for test. Prior to cartoning, the unit shall be inspected for visual or functional damage and documented. The cartoned unit shall be placed onto the impact machine dolly, flush against the backstop and parallel to the leading edge of the dolly. The catch mechanism located on the side of the dolly shall be tripped to allow the dolly to move up the incline at a 10° angle. Once the dolly hits the automatic trip mechanism, the dolly will freely roll down the incline a distance of four feet and impact the back stop. This procedure shall be performed on all sides (excluding top) of the cabinet. The carton shall have failed the test if there is visual, structural or functional damage to the unit.

2.14 Shipping vibration test. The test equipment shall comply with ASTM D-999. A complete fully assembled unit shall be submitted for test. Prior to cartoning, the unit shall be inspected for visual and functional damage.

The packaged product shall be placed on the vibration platform in its normal shipping position. Set the vibration frequency at a minimum speed sufficient to cause the packaged product to leave

the platform momentarily so that a 2 mm shim may be inserted at least 100 mm between the packaged product and the surface of the platform. Vibrate the packaged product for a total of one hour. A single 90° horizontal rotation should be accomplished after the first one-half hour of vibration. If the size of the product makes a 90° rotation impractical, a 180° horizontal rotation is permissible.

Place the packaged product on the platform in its normal shipping position. Using the same vibration frequency, vibrate the packaged product for one half hour on all of its sides (excluding the top) 2 1/2 hours total. Inspect the carton for visual, structural or functional damage. Remove the product from the carton and inspect it for visual, structural or functional damage to the unit.

The file cabinet shall not sustain visible structural or functional damage when tested to the Shipping shock or shipping vibration test.

Alternatively: In lieu of the shipping shock test and the shipping vibration test the International Safe Transit Association (ISTA) preshipment test procedures may be used. If the ISTA test procedures are used, documentation showing ISTA certification shall be provided at the time of testing.

2.15 Medium duty performance. Each medium duty filing cabinet shall comply with the American National Standard Test for Vertical Files X5.3-1997 with the following Exceptions: page 21 paragraph 8.3a add to second sentence: "Suspension may be cleaned and lubricated at the start of the test only."

2.15.1. Racking. The cabinet shall have failed the test if the deflection is 25.4 mm or more for the five-drawer file and 9.5 mm or more for the two-drawer while the force is being applied. The cabinet shall be placed on a hard level surface and the base shall be restricted from vertical and lateral movement. All drawers shall be loaded as specified 8.2 of the ANSI/BIFMA Standard and opened 203 mm - 254 mm. A 155N force shall be applied perpendicular to the side of the cabinet within one inch of the top front corner. The deflection measurement shall be taken along the top front edge of the cabinet.

2.15.2 Shock. All drawers shall meet the Pull Test requirements in 13.4 of the ANSI/BIFMA Standard and there shall be no failure of rivets, welds, pins or catches. The cabinet shall be placed on a hard level surface and all drawers loaded and locked as Specified in 8.2 of the ANSI/BIFMA Standard. Drawers of cabinets without locks shall be taped securely closed. The cabinet shall be tilted straight backward (front to back) until the front edge of the bottom is 203 mm above the floor and then allowed to free-fall forward. The cabinet shall then be tilted straight forward (back to front) until the back edge of the bottom is 203 mm above the floor and then allowed to free-fall backward. These free-falls shall be repeated three times in each direction. All locked drawers shall remain locked.

2.15.3 Lock. The lock shall operate smoothly without catching and shall meet the requirements in 7.3 of the ANSI/BIFMA Standard. The cabinet shall be placed on a hard level surface and restrained from movement. The cabinet shall be locked and then unlocked with the key continuously for 5000 cycles. One cycle consists of locking and unlocking the cabinet.

**2.16 Heavy duty performance.** Each heavy duty filing cabinet shall comply with the following requirements: Failure of any cabinet to comply with these requirements shall be cause for rejection. Testing shall be repeated whenever a change is made in material, construction, or method of production during the course of a contract. The Government reserves the right to subject any cabinet from any production lot to the specified tests.

The complete sample cabinet shall be placed in its normal upright position on a hard level surface. Except as otherwise specified herein, each drawer of the cabinet shall be loaded with the applicable weight specified below, which shall be equally distributed from front to back and side to side of the drawers in the following amounts. Hanging folders loaded with steel shot weight or other typical filing material to the specified weight. Loaded weight does not include the weight of the drawer.

Legal Size - 23 kg per drawer.

Letter Size - 16 kg per drawer.

Examination shall then be made of the operation of the drawers, the locking mechanism (if applicable), latching mechanism, follower blocks (with drawers loaded as specified above), and other moveable components. The drawer pull test shall then be performed. Failure to withstand drawer pull test or any other defect found by the Government inspector may provide reason to reject the sample. If the sample complies with requirements of the preliminary examination, it shall then be subjected to the operational tests specified.

**2.16.1 Drawer pull and push test.** The operating force to open and close the drawer for the full distance of its travels shall not exceed 26.7 N for letter size drawer and shall not exceed 35.6 N for legal size drawers. These figures include overcoming the load imposed by an anti-rebound feature. The drawer under test shall be loaded as specified and positioned as specified therein. The force to open and close the drawer shall be measured by an appropriate measuring gage.

**2.16.2 Suspension service test.** The drawer suspension shall have failed the suspension test if the force to operate the drawer at any time exceeds the forces specified in the drawer push pull test. The drawer selected for test shall be loaded with the applicable weight specified. The cabinet shall be securely anchored in its normal upright position on a solid, level floor surface. The suspension of the drawer to be tested shall be cleaned and lubricated or otherwise serviced by the manufacturer prior to the test and shall have no further service during the test period. The drawer shall be connected at the drawer pull location to a test machine which will operate the drawer out and in on the drawer suspension. The machine shall have a positive means (no springs) for adjusting the length of its stroke so that the drawer will travel its full distance (not more than 13 mm clearance at the end of each stroke).

The machine shall in no way contribute to the support of the drawer. The machine shall operate the drawer (out and in) at a rate of 15 cycles per minute (plus or minus 2 cycles) for 100,000 cycles. The drawer shall be subjected to the drawer pull-push test at each increment of 5,000 cycles.

2.16.3 Rack test. Preliminary examination and test of the cabinet shall be made as specified. The fully loaded cabinet shall then be raised not less than 25 mm from the floor surface and supported on square blocks at two diagonally opposite corners. The area of support shall be not more than 152 mm from each corner. The loaded cabinet shall remain in this position for 24 hours. After the 24 hour period, the distances from the floor surface to the bottom of the unsupported corners shall be measured. The cabinet shall be returned to the level floor surfaces, examined, and tested to determine compliance with all applicable requirements of this specification. The unsupported corners shall not have dropped more than 5 mm. Any resulting structural damage to the cabinet, or impairment of removable components, or failure to withstand the drawer pull-push test shall provide cause to reject the cabinet.

2.16.4 Static load test. The cabinet, loaded as specified, shall have the follower block in each drawer drawn up tight against the loaded material and then tipped backwards to an approximate 30° angle. The cabinet shall remain in this position and examined. Any resulting structural damage, impairment of moveable components, or failure to withstand the pull-push test shall provide reason to reject the cabinet. This test is to be performed before the drawer pull and push test.

2.16.5 Follower block test. A cabinet drawer with the follower block to be tested shall be loaded with the applicable weight specified:

There shall be no loosening or damage to the follower block or its support and no displacement of the load. The loaded weight shall be held against the inside front of the drawer by the follower block and shall be drawn tight against the drawer front and then released approximately one inch. The location of the follower block shall then be marked on the bottom of the drawer. The test machine specified in the suspension service test shall be connected to the drawer as specified therein. The test machine shall operate the drawer (out and in) for 500 cycles at the rate specified in the Suspension service test.

2.16.6 Forward and backward impact test for latch-closed devices. Upon conclusion of the 5 cycles, all cabinet drawers shall have remained closed throughout the tests, and there shall have been no failed rivets, welds, pins, or catches; and all drawers shall withstand the drawer pull-push in test. All drawers of the cabinet shall be loaded with the applicable load specified. All drawers shall be closed and locked. They shall be retained on a level concrete, tile, or equivalent solid floor surface. The cabinet shall then be tilted backwards along the back bottom edge of the cabinet. The tilt angle shall be to just before the balance point of the tilt so that, when released, it will fall forward, back-to-front. The cabinet shall then be allowed to free-fall forward under its own weight to impact. To complete the test cycle, the cabinet shall be tilted forward at the angle specified above so as to rest evenly along the front bottom edge of the cabinet. The cabinet shall then be allowed to free-fall backward to impact. The above back-to-front and front-to-back impact cycle shall be repeated 5 times.

2.16.7 Cabinet frame side racking test. Failure of any of the drawers to close when the cabinet is in the tipped position (after the 30 minute load period) and failure of any of the drawers to comply with the drawer operating test specified in the drawer pull and push test after the cabinet has been returned to the upright position and leveled, shall be cause to reject the cabinet. Failure of the

cabinet to withstand the 16 kg test load without tipping over is also cause for rejection. All cabinet drawers shall be loaded with the applicable load specified. The cabinet shall be placed on a level floor surface and restrained from side skid movement by a 100 mm high stop or barrier placed flush against the side of the cabinet secured to the floor surface. All drawers shall be opened 200 mm to 250 mm from their closed position. A static load of 16 kg shall then be applied to the cabinet, outward normal to the plane of the file side. The cabinet shall be subjected to the static load for 30 minutes. The cabinet shall not tip over with the 16 kg load applied. At the conclusion of the 30-minute test period, with the 16 kg load still applied, there shall be no deflection in the cabinet or drawer sufficient to prevent any of the drawers from being fully closed by hand. The cabinet frame shall not be manipulated to assist closing the drawers. The drawers shall be examined and closed from top drawer down to the bottom drawer. The static load shall then be removed, the cabinet leveled, and all drawers subjected to the drawer operating test in the drawer pull and push test.

**2.16.8 Drawer lock test.** If any drawer opens during the performance of this pull test, it shall be cause for rejection. The cabinets with lock shall be tested as follows. All drawers of the cabinet shall be loaded as specified. The drawer latch mechanism shall be deactivated and the file shall be locked. The file shall be tipped forward at an angle of not less than 30 degrees. It shall then be returned to the upright position. Any drawers opening while the file is being tipped, while it is in the tipped position, or while it is being returned to the upright position shall be cause for rejection. If the file complies with the above first part of the test, an attempt shall be made to open each drawer by hand. There shall be three attempts to open each drawer. The pull shall be (1) straight outward, (2) upward at an angle of approximately 45 degrees, and (3) outward type motion, and shall equal to a force of not less than 14 kg.

**3. REGULATORY REQUIREMENT.** The offeror/contractor is encouraged to use recovered materials in accordance with Public Law 94-580 to the maximum extent practicable.

**4. PRODUCT CONFORMANCE PROVISIONS.** The products provided shall meet the salient characteristics of this Commercial Item Description, conform to the producer's own drawings, specifications, standards, and quality assurance practices, and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance. The Government reserves the right to subject any cabinet from any production lot to the specified test. Testing shall be repeated whenever a change is made in material, construction, or method of production during the course of a contract.

#### **4.1 Quality assurance provisions.**

**4.2** An examination shall be made to determine compliance with the requirements. The sample unit shall be one shipping container fully prepared for delivery. Sampling shall be in accordance with ANSI/ASQC Z1.4

**4.3 Tests and test methods.** Cabinet testing shall be performed in accordance with test methods specified. This does not preclude the use of other test fixtures if the mechanics of the system are duplicated for similar tests. Points or reference lines shall be provided as applicable so that accurate measurement may be taken to determine if any permanent distortion has taken place in

any cabinet component under test. Failure of a cabinet to pass a test shall be considered as failing to comply with specification requirements.

## 5. PACKAGING.

5.1 Preservation and packaging. Unless otherwise specified, preservation and packaging shall be in accordance with the manufacturer's standard practice. File accessories shall be secured to prevent movement within the pack and to prevent the accessories from damaging the files or the pack.

5.2 Packing. Unless otherwise specified, all packaged files shall be packed in a manner to insure carrier acceptance and safe delivery at destination. Containers shall be in accordance with Uniform Freight Classification and rules and regulations of other carriers applicable to the mode of transportation. An impact detection device with companion label shall be affixed to each carton in a location that is clearly visible. Known sources for these devices are Media Recovery, 1195 Empire Central, Dallas TX 752~7, 1-800527-9497, Impact-O-Graph, 20710 Lassen Street, Chatsworth, CA 91311-4598, (818) 341-3000 and Uline, Inc., 950 Albrecht Drive, Lake Bluff, IL 60044, (708) 295-5510.

Alternatively, the use of stretch wrap without the use of the impact detection device is acceptable.

## 5.3 Marking.

5.3.1 Civil agencies. Each shipping container shall be marked in accordance with Federal Std.No. 123.

5.3.2 Military activities. Each shipping container shall be marked in accordance with MIL-STD-129.

5.3.3 Special Marking. In addition to the marking specified herein, arrows or prominent marks shall be placed on all 4 sides of each shipping container to indicate the position in which the container shall be handled during shipment. The word "UP" shall be placed at the point of the arrows in letters at least 50 mm in height on all four sides. The side panels of each shipping container shall be plainly marked as follows:

(a) On a side panel:

UP  
FURNITURE  
FRAGILE, HANDLE WITH CARE

TOP  
THIS SIDE UP

(b) One side panel shall be marked with the appropriate package certificate, e.g., "60-F".



## 6. NOTES.

6.1 Intended use. The filing cabinets are intended for medium and heavy duty use in storing correspondence type, filing material. The 2-drawer files are intended for desk-side use when frequent reference is necessary. The 3-drawer files are intended primarily for built-in counter use or where space height will not accommodate 5-drawer files. The 4-drawer files are intended for use only when it has been determined that 5-drawer files cannot be used. The 5-drawer files provide the most advantageous filing equipment from the standpoint of economy, space utilization and efficient records management.

6.2 Ordering data. Purchasers should select the preferred options permitted herein and include the following information in procurement documents.

- (a) Title, number, and date of this specification.
- (b) Color of the cabinet.
- (c) Selection of applicable levels of packaging and packing.
- (d) Selection of applicable levels of marking.
- (e) Legal or letter size
- (f) Number of Drawers
- (g) Medium or heavy duty

6.3 Sample color panel. A sample of the baked enamel finish referenced in Federal Std. No. 595 is available from the General Services Administration, Specification Section, Suite 8100, 470 East L'Enfant Plaza, S.W., Washington, DC 20407.

## 6.4 Applicable Documents

6.4.1 Government publications. The following documents, of the issue in effect on date of invitation for bids or request for proposal, form a part of the specification to the extent specified herein:

### Federal Standards:

- Fed. Std. No. 123 - Marking for Domestic Shipment (Civil Agencies).
- Fed. Std. No. 595 - Colors.

(Single copies of this specification and other Federal Specifications required by activities outside the Federal Government for bidding purposes are available without charge from Business Service Centers at the General Services Administration Regional Offices in Boston, New York, Washington, D.C., Atlanta, Chicago, Kansas City, MO., Fort Worth, Denver, San Francisco, Los Angeles, and Seattle, Washington.)

A-A-3186

Military Standards:

MIL-STD-129 - Marking for Shipment and Storage.

(Copies of Military Specifications and Standards required by contractors in connection with specification procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

6.4.2 Other publications. The following documents form a part of this document to the extent specified herein. Unless a specific issue is identified, the issue in effect on the date of invitation for bids or request for proposal shall apply.

American Iron and Steel Institute Publication:

Steel Products Manual, Carbon Steel Sheets

(Application for copies should be addressed to the American Iron and Steel Institute, 150 East 42nd Street, New York, NY 10017.)

American Society for Testing and Materials, Publications:

ASTM D-999 - Method for Vibration Testing of Shipping Containers

ASTM D-880 - Method for Incline Impact Test for Shipping Containers.

(Application for copies should be addressed to the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.)

American National Standards Institute/American Society for Quality Control

ANSI/ASQC Z1.4 - Sampling Procedures and Tables for Inspection by Attributes

(Application for copies should be addressed to the American Society for Quality Control, 611 East Wisconsin Avenue, Milwaukee WI 53201-4606.)

ANSI/BIFMA Standard:

X5.3-1997 - American National Standard for Office Furnishing - Vertical Files

(Application for copies should be addressed to the American National Standards Institute, Inc., 11 West 42<sup>nd</sup> Street, New York, NY 10036.)

Preparing Activity  
GSA-FSS