

SLOVENSKI STANDARD
SIST-TP CEN/TR 14073-1:2004
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Pisarniško pohištvo – Shranjevalno pohištvo – 1. del: Mere

Office furniture - Storage furniture - Part 1: Dimensions

Büromöbel - Büroschränke - Teil 1: Maße

Mobilier de bureau - Meubles de rangement - Partie 1 : Dimensions

Ta slovenski standard je istoveten z: **CEN/TR 14073-1:2004**

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97.140	Pohištvo	Furniture
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CEN/TR 14073-1

June 2004

ICS 97.140

English version

Office furniture - Storage furniture - Part 1: Dimensions

Mobilier de bureau - Meubles de rangement - Partie 1 :
Dimensions

Büromöbel - Büroschränke - Teil 1: Maße

This Technical Report was approved by CEN on 12 October 2003. It has been drawn up by the Technical Committee CEN/TC 207.

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COMITÉ EUROPÉEN DE NORMALISATION
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Foreword

This document CEN/TR 14073-1:2004 has been prepared by Technical Committee CEN/TC 207 “Furniture”, the secretariat of which is held by UNI.

This document provides information on the dimensions of office storage furniture.

The information given in this report reflects the current state-of the art derived from the experience of the European office furniture manufacturers. It might be subject to revision in order to be kept up-to-date with developments of needs and products as well.

Annex A is informative.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to announce this Technical Report: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom

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1 Scope

This Technical Report gives recommendations for dimensions for office storage furniture.

The dimensions given in this Technical Report are based on the dimensions of the various products (i.e. ways of data storing) to be stored in the furniture. Annex A gives some examples of storage furniture.

This Technical Report does not apply to high density mechanised filing systems, rotary filing systems, or drawing office storage furniture.

2 Normative references

This Technical Report incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this Technical Report only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

EN ISO 216, *Writing paper and certain classes of printed matter – Trimmed sizes – A and B series (ISO 216:1975)*.

3 Terms and definitions

For the purposes of this Technical Report, the following terms and definitions apply.

3.1

height of storage furniture

vertical distance between the floor and the top of the cabinet

3.2

width of storage furniture

horizontal distance between the sides of the cabinet, measured parallel to the front face of the cabinet

3.3

depth of storage furniture

horizontal distance between the front surface and the rear of the cabinet, including doors and drawers fronts but excluding any protruding elements such as handles

4 Means of storing information

4.1 Paper documents

The paper format most frequently used are:

- A 3 paper according to EN ISO 216
- A 4 paper according to EN ISO 216
- A 5 paper according to EN ISO 216

Other formats used are:

- Foolscap
- Folio
- Listing

4.2 Paper files

The filing solutions most frequently used are:

- Lever arch files (also called binders)
- Stacked (horizontal)
- Wallet files
- Lateral suspended file
- Vertical suspended file

4.3 Informatic (computer) documents (files)

The computer solutions most frequently used are:

- Diskettes
- Magnetic cassettes
- Compact discs
- Numeric cartridges
- VHS video cassettes

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5 Dimensions of data and paper storage

5.1 Paper format

Table 1 — Paper format

Type	Dimensions (mm)
A3	420 x 297
A4	297 x 210
A5	210 x 148
Foolscap	330 x 203
Folio	220 x 320
Listing	305 x 390 or 305 x 240

NOTE Different dimensions of listing format exist on the market

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5.2 Paper files

Table 2 — Paper files

Lever arch files	Height x Width (mm)	Thickness (mm)
A4	320 x 290	from 50 to 70
Folio	350 x 300	from 50 to 70
Foolscap	370 x 290	from 50 to 70

Suspended file pocket (lat. and vert.)	Height x Width(mm)	Thickness (mm)
A4	275 x 330; 262 x 318	from 15 to 50
Folio	275 x 360	from 15 to 50
Foolscap	275 x 390; 262 x 379	from 15 to 50

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NOTE The width is measured between hooks

5.3 Informatic (computer) documents (files)

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Table 3 — Informatic documents

Type	Height x Width (mm)	Thickness (mm)
Diskettes (5" 1/4)	135 x 145	3
Diskettes (3" 1/2)	93 x 90	3
Diskettes (3")	100 x 80	3
Diskettes (SyQuest)	127 x 135	20
Diskettes (Zip)	105 x 103	12
Magnetic cassettes	70 x 110	15
Compact discs	125 x 143	from 10 to 25
Numeric cartridges	165 x 165	21
VHS video cassettes	220 x 135	30

6 Dimensions

6.1 General

Storage units intended for use next to fixed height work tables should have the same external height (see EN 527-1)

When used in combination, the width of storage units should be related to the length and width of desks (see EN 527-1) and/or screens.

When used in combination with screens, the height of storage units should take into account of the dimensions listed in EN 1023-1.

6.2 Outer (or overall) dimensions

The height, the depth and the width should be specified by the manufacturer.

6.3 Storage space dimensions

The inner storage space dimensions and the system of combining separate dimensions of data and paper storage should be specified and informed by the manufacturer.

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