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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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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

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