



Records Storage Guidebook

for

Storage
& Destruction
Companies



RECORDS STORAGE can add ancillary revenue to your shredding & destruction business. It can provide service options for existing clients and help you secure new ones. But, before you add records storage to your current operation, there are things you need to know to properly plan for this service addition. We've included three key topics for successfully implementing records storage into your shredding & destruction business in this guide:

KEYS *to* SUCCESS

- What type of racking should you purchase to support current requirements and future expansion?
- What building and fire code regulations matter to records storage racking?
- Will you make a mistake if you purchase used racking even if it is cost effective?

What type of racking should you purchase to support current requirements and future expansion?

Pallet rack is the most common and most efficient method used to store cartons for records storage. Pallet racking offers two storage system options: order-picker systems (single level systems) and catwalk systems (multi-level systems).

A catwalk system utilizes intermediate catwalks and is ideal for those that plan on expanding their operation in the future. It requires a minimum ceiling height of approximately 20'. While an order picker system has fewer start-up costs, a catwalk system will produce greater profits over time depending on how many cartons you plan on storing. This is largely due to the height restrictions and aisle width requirements identified with an order picker system.



An order picker storage system is ideal for those that do not have to retrieve and replace numerous boxes frequently. The maximum height of an order picker system is typically 32-36', making it ideal for those that have restricted building height availability.



{ Catwalk }

Advantages

- Greater carton capacity
- Minimal equipment needed to operate the system
- Any number of persons may be involved in the order picking operation at ground level and catwalk levels
- Taller systems are available (up to 100 ft.)

Disadvantages

- In-rack sprinklers may be required below each catwalk level
- Lighting may be required below every other catwalk level
- Large moves of boxes may take longer

{ Order Picker }

Advantages

- Order picker vehicle allows person and platform to be elevated to proper shelf location
- Possibly fewer levels of in-rack sprinklers required
- Possibly less lighting costs
- Less time for permitting required

Disadvantages

- OPVs require guiderail or buried cables
- OPVs could become costly through maintenance and battery chargers
- OPVs require greater floor space, reducing your overall carton capacity
- Limited to operation by one person

REB provides free consultations to help you decide which type of racking is best for your operation.

What building and fire code regulations matter to records storage racking?

One set of codes that should be adhered to is NFPA-232, which deals with the protection of “records” based on the records classification and storage location. These are guidelines used when installing racking or shelving in file rooms and records centers, the complete guidelines for this code can be found on the NFPA website: www.nfpa.org.

If you’re storing on shelving or racking that is 12’ or higher, the NFPA-13 guidelines should also be considered. NFPA-13 is a code used to design and install sprinkler systems in shelving or racking 12’ or higher. Specifically, NFPA-13 states in part: *“The area of a solid shelf is defined by perimeter aisle or flue space on all four sides. Shelves, or wire mesh, slats, or other materials more than 50% open and where the flue spaces are maintained shall be defined as open racks.”* In other words, your decking should be **50% open** to allow for water to be able to get through to the lower storage levels from the sprinklers overhead.



REB helps you ensure that your racking is fire code compliant.
This service is standard with all of our storage system installations



Will you make a mistake if you purchase used racking, even if it is cost effective?

Incorporating used racking can be a viable way to reduce the cost of your storage system, but not all racking is compatible. For instance, there are seventeen common styles of manufactured pallet rack that are not interchangeable. Even common styles such as teardrop or keystone rack may have differences from manufacturer to manufacturer. Before incorporating used material into your system, make sure it will fit without problems.

Furthermore, bay size is critical compared to product size when selecting used material in order to maintain high density storage. If upright frames are the improper depth or if horizontal beams are too long or too short, the result may be wasted space on each shelf. If a beam profile or gauge is not considered, loading capacity may not be sufficient and excessive deflection and/or collapse may occur. If a beam profile is too thick, the vertical space between beams may need to be increased, resulting in loss of capacity.



REB is qualified to help customers incorporate used material in their storage system. We only provide quality used products and will ensure that the right materials are used.

HOW *to* CONTACT

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