

County Doubles File Storage Capacity with a Custom File Storage System

Southwest Solutions Group helped the County of Santa Cruz double file storage capacity by integrating existing lateral file storage cabinets with new file shelving and a custom track system. The solution increased storage within the existing footprint without replacing the County's existing cabinets.

INDUSTRY

Government

This county records storage project focused on file capacity, access, and safer operation.

LOCATION

Santa Cruz, California

A public sector storage project serving operations in the Monterey Bay Area.

FACILITY TYPE

County Records Storage

The project supported physical file storage within a constrained storage area.

SOLUTION

Storage Optimization

SSG planned a denser file storage layout around existing cabinets, new file shelving, and anchored tracks.

PRODUCTS USED

Existing Cabinets, File Shelving, and Storage Tracks

Cabinet, shelving, track, anchoring, and anti-tip components worked together to expand capacity and preserve access.

OPERATIONAL GOAL

Double File Storage Capacity

The County needed more file storage without the cost of replacing all older cabinets.

THE PROBLEM

Limited Space and Aging File Storage

The County of Santa Cruz needed to improve file storage built around older lateral cabinets. Available space was limited, full cabinet replacement was too costly, and the storage area still had to keep records accessible while accounting for safe operation in a seismically active region.



01

Limited Storage Capacity

The County had extensive file storage needs within a constrained area. A denser file storage layout was needed to hold more records without expanding the footprint.

02

Costly Cabinet Replacement

Replacing the older lateral cabinets was not a practical approach because of cost. The County needed to reuse existing storage infrastructure while still increasing overall capacity.

03

Access and Safety Needs

The storage system had to maintain front and back access to cabinets and filing boxes. It also needed to address safety requirements for use in a seismically active area.

THE SOLUTION

A Custom File Storage System Built Around Existing Cabinets

Southwest Solutions Group designed a custom file storage system that reused the County's existing lateral cabinets and paired them with new file shelving, anti-tip brackets, and ground-anchored storage tracks. The layout increased storage density while keeping filing boxes accessible from the front and back. Anchored tracks and anti-tip support helped address stability while avoiding the cost of replacing every cabinet.



WHAT WE INSTALLED

Integrated Cabinets, Shelving, and Tracks

SSG installed a file storage system that combined existing lateral cabinets with new file shelving units, custom tracks for filing box movement, anti-tip brackets, and ground-anchored tracks.

WHY IT FIT

Higher Capacity Without Full Cabinet Replacement

The approach fit the County's needs because it made practical use of existing cabinets, improved storage density in limited space, maintained access from both sides, and supported safety requirements.

OPERATIONAL IMPACT

Accessible Records in a Denser Layout

The new layout improved document organization and made filing boxes easier to move and retrieve while increasing file storage capacity within the same limited storage environment.

Installing the Custom File Storage System

Installation focused on fitting the track-based layout around the County's existing lateral file storage cabinets rather than removing and replacing them. Southwest Solutions Group secured the tracks to meet safety standards, added new file shelving, and adjusted the system so filing boxes could be moved and retrieved more easily. The work was completed with minimal disruption to County operations.

01

DISCOVERY & SITE SURVEY

Review Existing Cabinets and Storage Goals

SSG reviewed the County's file storage needs, older lateral cabinets, available space, and access requirements. The assessment focused on increasing capacity while keeping stored records reachable.

02

STORAGE LAYOUT PLAN

Plan Cabinet Rows, Tracks, and Access Paths

The layout addressed cabinet row spacing, track placement, aisle access, and anchoring requirements. Planning also accounted for variable spacing between rows and different cabinet sizes and configurations.

03

SUBMITTALS & APPROVALS

Confirm the Retrofit Installation Approach

SSG coordinated the storage layout and installation approach before the new components were brought into the space. Planning centered on integrating tracks, shelving, and brackets with cabinets already in place.

04

FABRICATION & DELIVERY

Prepare Shelving, Tracks, and Brackets

The project components included new file shelving, anti-tip brackets, ground-anchored tracks, and custom track components for filing box movement and access. Delivery and staging supported installation within the existing records storage area.

05

INSTALLATION & ADJUSTMENTS

Anchor Tracks and Integrate Cabinets

SSG secured the track system to meet safety standards and integrated the existing lateral cabinets with new file shelving units. The team adjusted the tracks to support easier movement and retrieval of filing boxes.

06

FINAL HANDOFF

Prepared the System for Daily Use

The completed layout gave the County a denser file storage system designed for continued access and organization. Ground-anchored tracks and anti-tip brackets supported safer day-to-day use in the storage area.

RESULTS

Custom File Storage System Doubles Capacity

The County of Santa Cruz doubled file storage capacity without replacing all older cabinets. The completed file storage system improved document organization, made filing boxes easier to move and retrieve, and supported safer operation through anchored tracks and anti-tip brackets.

PRIMARY OUTCOME

Doubled File Storage Capacity

The County doubled its file storage capacity by combining existing lateral cabinets with new file shelving and a custom track-based layout. This addressed the need for more physical records storage within limited space.

WORKFLOW

Easier File and Box Retrieval

The track system and adjusted layout made filing boxes easier to move and retrieve. Front and back access helped preserve practical day-to-day use for stored records.

ORGANIZATION

More Structured Document Storage

The integrated cabinet and shelving layout created a more organized physical file storage area. Existing cabinets and new file shelving functioned as one planned system instead of separate storage pieces.

LONG-TERM VALUE

Safer Use of Existing Storage Infrastructure

Anchored tracks and anti-tip brackets helped address safety needs while preserving the County's older cabinets. The result was a cost-effective file storage upgrade built around infrastructure the County already owned.

File Storage System Before and After

Project images show the change from older lateral cabinet storage to a custom file storage system with new file shelving, anchored tracks, and improved filing box access.



READY TO SOLVE A SIMILAR PROBLEM?

Need a Better File Storage System Without Replacing Existing Cabinets?

Southwest Solutions Group designs custom records storage systems for government organizations by integrating existing cabinets, file shelving, and storage tracks to maximize available space.

Talk with our team about a file storage project that makes better use of the cabinets and shelving you already have.