



A Guide to Plan Filing

If you need to store wide format documents of any type including architectural or engineering plans, Ordnance Survey maps, artwork or historical documents then there are a variety of solutions to choose from.

Drawing Hangers



Drawing hangers are the simplest solution and one of the lowest cost options available. Each hanger can hold between 50 or 100 drawings from A3 up to A0 size dependant on their media type and whether you are hanging the clip on a wall bracket or on a free standing mobile trolley.

In simple terms the plan hanger is a giant bulldog clip clamping the drawings between two aluminium plates. They are ideal for site based work or for plans that are frequently accessed, for example, if you are completing work between site and your office then you can load a whole projects worth of drawings in just a couple of clips and conveniently carry them with you. Some clips have handles but most users will just wrap the plans in to a roll around the clip.

There are a number of sizes available, the A1 clip for storing A1 drawings in portrait on the short edge along with A2 or A3 in either Landscape or portrait.

Advantages: Low cost, can be hung on the wall freeing up valuable floor space, extremely convenient for instant access project based work, does not require the use of punched drawing tapes.

Disadvantages: Not ideal for long term storage, drawings are not protected from elements. For long term archive purposes a Vertical Plan File or Horizontal Plan Chest is recommended.



Vertical Plan Chest

Ideal if you need to frequently access drawings and require long term archive storage. Vertical planfiling systems utilize a punched plan file strip which adheres to the plan with a self adhesive strip, the strip will have holes punched at various points that line up with prongs or pins in side of the cabinet the strip simply then hangs from the prongs with the attached drawings.

Drawings are easily sorted as the mechanisms within vertical units allow for 2 stage opening of the cabinet, so you can slide the drawings backwards and forwards along the prongs until the correct drawing is located. Most users will index drawings by writing the DWG number on the plan file strip. When the correct plan is found you simply open the cabinet fully, a simple process, this allows you to remove one or more plans.

The UK standard systems is 4 prong or a multi pin system with a punched hole every 60mm, but there are a number of other continental options all of which are available through plot-IT, as are the corresponding drawing strips. Accessories include Plan Strips in either precut lengths or on a reel along with various indexing options or punched polyester wallets.

Advantages

Very small footprint - some cabinets store up to 2000 A0 drawings, drawings easily retrieved and varying sizes can be easily stored together, drawings are protected from both the elements and can be securely locked away.

Disadvantages

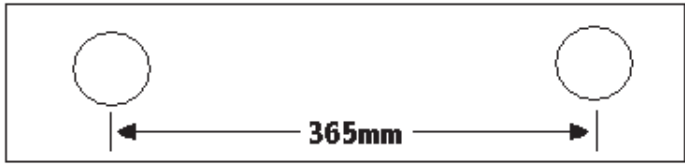
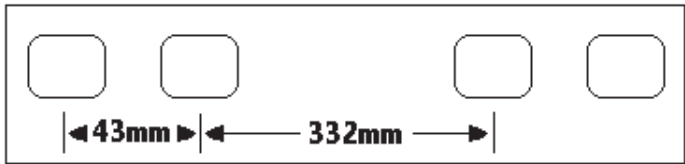
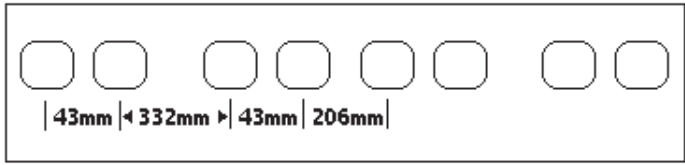
Self adhesive pre punched tape needs to be applied to plans. However, vertical plan filing is the most common option for long term drawing storage.


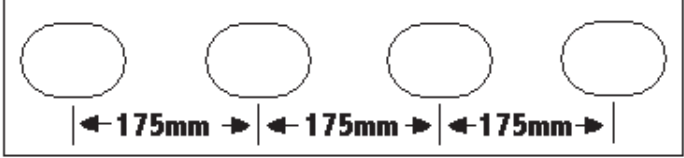
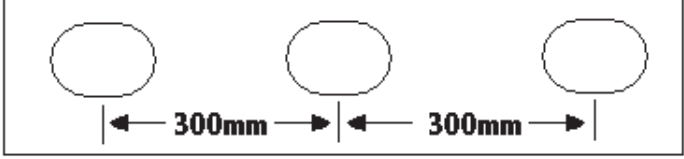
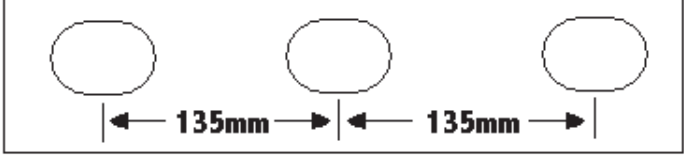


Plan File Suspension Tapes - precut lengths packed in 100s

All precut lengths are available in 594mm (A1), 762mm (DE), 841mm (A0) lengths

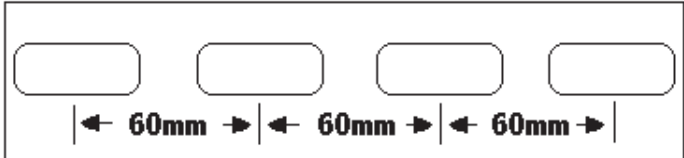
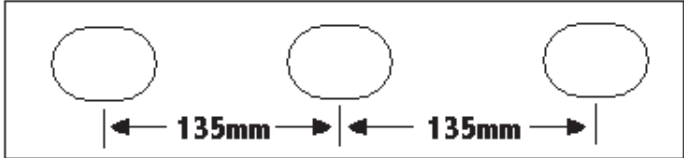
The code represents the Punching followed by the length, e.g. P2841 is P2 punching in 841mm lengths.

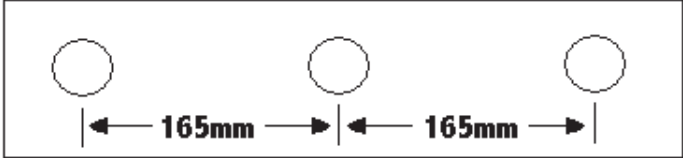
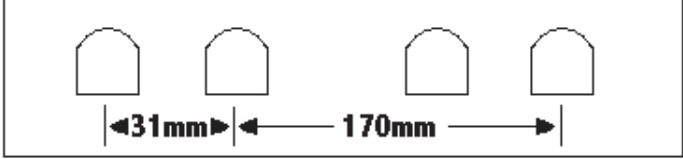
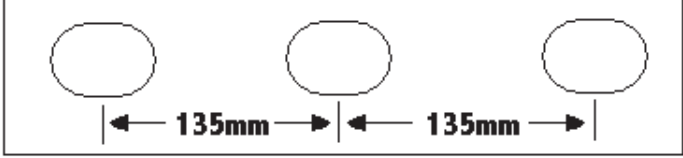
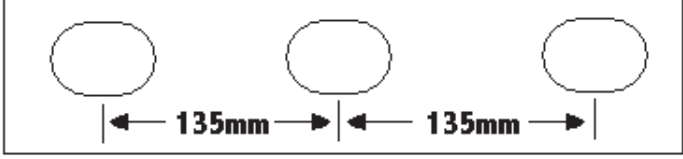
Other punchings are available to suit all commercial vertical filing systems

Presspahn	Polyester	Width
P2594 P2762 P2841	F2594 F2762 F2841	
P4594 P4762 P4841	F4594 F4762 F4841	
P81189	F81189	

PD2594 PD2762 PD2841	FD2594 FD2762 FD2841	
PD4594 PD4762 PD4841	FD4594 FD4762 FD4841	
P305594 P305762 P305841	F305594 F305762 F305841	
P305594 P305762 P305841	F305594 F305762 F305841	
P402594 P402762 P402841	F402594 F402762 F402841	
	FHT841	

Rolls 100 metre lengths

Presspahn	Polyester	Width
P5560	F3060 F4560 F5560	
P135	F135	

P165	F165	
PA170	FA170	
P305	F305	
P200	F200	



Horizontal Plan Chests

Plan Chests are drawer based filing cabinets, available in sizes above and below ISO A0. They are ideal for the storage of plans, maps and artwork along with sensitive archive based originals commonly found in museums or libraries.

Available in a variety of types, with varying drawer depths for smaller or greater capacity, most cabinets have indexing tabs available on each drawer for instant access. Cabinets securely protect contents from the elements, are lockable and offer better fire resistance to alternatives. We can stack cabinets so that you can have a greater number of drawers when space is at a premium. Cabinets can be supplied in sections for easier access to buildings.

Advantages

Excellent protection of contents, tops can be used for additional purposes such as folding of plans, projects can be stored on a per drawer basis if desired, does not require self adhesive plan tape.

Disadvantages

Takes up more floor space than alternatives, drawings are stacked upon each other so sorting can take a bit longer.



Our Plan Filing Choices

Drawing Hangers

Available in a variety of sizes, purchased in packs of 2, mobile trolleys hold up to 20 hangers and wall carriers hold up to 10 hangers.

Vertical choices

Huge range up to A0+ size, available in Landscape or Portrait, Various prong types available to match any legacy prong configurations you may have. We even have an A2 size 2 drawer filing cabinet which doesn't look out of place in any office.

Horizontal Choices

Available in low cost budget option, industrial options for engineering environments or more stylish studio based products, units are for the most part stackable, have a huge colour choice and are British made.

Colour Chart

RAL 1001	RAL 1004	RAL 1013	RAL 1015	RAL 1018
Pale Beige	Dark Golden Yellow	Pearl White	Light Ivory	Zinc Yellow
RAL 2003	RAL 2004	RAL 2009	RAL 2010	RAL 3000
Pastel Orange	Pure Orange	Traffic Orange	Signal Orange	Flame Red
RAL 3002	RAL 3003	RAL 3004	RAL 3011	RAL 3015
Carmin Red	Ruby Red	Purple Red	Brown Red	Light Pink
RAL 3016	RAL 3020	RAL 5002	RAL 5004	RAL 5010
Coral Red	Traffic Red	Ultramarine Blue	Black Blue	Gentian Blue
RAL 5015	RAL 5017	RAL 6005	RAL 6024	RAL 6026
Middle Sky Blue	Traffic Blue	Light Moss Green	Traffic Green	Opal Green
RAL 7021	RAL 7024	RAL 3035	RAL 7036	RAL 7037
Black Grey	Graphite Grey	Pale Grey	Platinum Grey	Dusty Grey
RAL 7038	RAL 7042	RAL 8002	RAL 9001	RAL 9002
Agate Grey	Traffic Grey	Signal Brown	Cream	Grey White
RAL 9003	RAL 9005	RAL 9006	RAL 9010	RAL 9016
Signal White	Jet Black	Silver	Pure White	Traffic White

Some colours are subject to a surcharge by quotation. Colour chart is for guidance only. Your actual plan chest may not match the colours displayed on your monitor.

How To Order

Online

For a full listing of all our planfiling products, please see our website:

www.plot-it.co.uk

When you have found the product you need and made your colour choice. click the buy button to purchase online.

Phone

If you have any questions or are not sure which product best fits your needs, or prefer to order over the phone, please phone us on:

0871 222 2816