

Covenant Trust Company Skokie, IL

Covenant Trust Company, a financial services firm, decided to revamp their storage and filing systems. They turned to Aurora Storage Products for help.

Covenant Trust Company was slated to move from Chicago, Illinois, to a suburban location. Their storage needs were varied and included consideration for private offices, administrative areas, central records, and general office supplies.

An outdated and fragmented filing system of 24,000 records was to be housed in new lateral cabinets until their Aurora dealer proposed a more efficient and customized solution for the entire office.

An arrangement of multiple Aurora products was suggested to meet each department's requirements.



Aurora Shelving efficiently stores office supplies, copier paper, forms and archival documents.



CASE STUDY

Financial Services



First the dealer recommended that Covenant Trust convert top tab central records to a color coded end tab system to be stored in an Aurora Mobile. Using the Aurora Mobile instead of lateral cabinets would afford the firm 50% more floor space and also speed record retrieval.

Since the company was moving into the 7th floor of an office building, floor loading limitations were an important issue. An Aurora Low Profile Mobile with 64" high shelving provided the optimum use of space, while keeping well within code limitations. Beautiful laminated end panels in a soft green, Botanic Allusion, completed the aesthetics of the open office system.

The dealer's next suggestion was to create multipurpose task areas for administrative staff. For this application they selected Times-2 cabinets that were 3-Tier in height and topped with counters. Times-2 rotary cabinets were a perfect choice for storing Covenant Trust's mixed media including a combination of hanging files, end tab files, office supplies, and binders. The dual-sided locking units spin for accessing material on either side.

When not in active use, the units spin to close, giving the office area a finished, professional look. Covenant Trust selected a new metallic color, Baja, as a great complement to their mobile system.

Aurora Library Shelving in basic black was installed in private offices for mixed filing, book, and binder storage.

Finally, Aurora Quik-Lok Shelving in an 8-tier height rounded out the product selection for the general supply room, providing sturdy and cost effective storage.

Covenant Trust's new filing and storage system is now tailored to their work processes and business strategies to make a more productive and efficient environment.



Aurora Mobile saves 50% of floor space and speeds record retrieval.