

## USGBC Ergonomics Requirements for Innovation in Design (1Point)

### Summary Checklist for Department Computer Workstation Evaluators

Ergonomics@Work's Health and Safety Guidelines for Computer Users are based on the ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations standard. The Department Computer Workstation Evaluators use the attached Computer Workstation Assessment Form to evaluate the individual computer workstations. The guidance below is addressed through the assessment form.

Item	Guidance	Checked
Display adjustability	- The display should be centered directly in front of the body.	<input type="checkbox"/>
	The top of the display screen should be placed no higher than the eyes.	<input type="checkbox"/>
	The display screen should be placed 18 to 36 inches from the eyes.	<input type="checkbox"/>
Display reduce glare	- The display should be positioned such that light sources will not create glare.	<input type="checkbox"/>
Peripherals	Paper documents should be placed on a document holder immediately to the left, right or below the display.	<input type="checkbox"/>
	The keyboard should be positioned so the home row (row with the F and J keys) is no higher than the elbow.	<input type="checkbox"/>
	The user must have the ability to adjust the keyboard angle and set the slope of the keys flat, if so desired.	<input type="checkbox"/>
	There must be enough room for the mouse or pointing device to be used adjacent to the keyboard (left, right or in front). Is a separate adjustable keyboard support is used it must have space to specifically designed for using a mouse or pointing device; preferably the mousepad should have the capability to be positioned flat if the keyboard is tilted. The arm used to control the pointing device supported, either on the work surface or arm rest of the chair.	<input type="checkbox"/>
	Ergonomically correct keyboards, pointing devices, phones and other supporting peripherals should be purchased when possible.	<input type="checkbox"/>
Surface	There must be enough work surface to properly support the computer and peripherals. Provide a surface with minimum dimensions of 28 inches wide by 24 inches deep.	<input type="checkbox"/>
	Enough space should be allowed under the surface to enable the legs and feet to be positioned in multiple postures.	<input type="checkbox"/>
	Furnishings in multi-occupant workstations that allow the user to control surface and support heights, with surface height initially at properly seated elbow height. If workstations are single occupant it is acceptable for facilities management to adjust the height of surfaces.	<input type="checkbox"/>
Chair	Provide a range of chair types or chair features that optimize employee fit and task requirements.	<input type="checkbox"/>
	Chairs must have a wide range of adjustability.	<input type="checkbox"/>