

### PURPOSE

The University of California (UC) establishes criteria for equipment, furniture and accessories purchased for use at UC. Requirements are based on national ergonomics and safety standards, current research and best practices per the UC Ergonomics Work Group and are specifically designed to preserve human, environmental, and capital resources at UC.

The requirements listed below are for purchases of **freestanding height-adjustable tables** for use in environments where computer and multi-tasking work is performed.

The goal of these criteria is to provide tables inclusive of the needs of 90% of the UC population. The remaining 10%, including petite, tall or large-framed individuals, may require equipment with size or range adjustments that are outside the parameters covered in these criteria.

### UC-wide and UC site-specific requirements

These requirements are for UC system wide use. Refer to your local UC Ergonomics Program for a site-specific version of this checklist and for assistance with applying these requirements.

### EVALUATION PROCESS

Preferred and minimum criteria are provided for each table feature. Tables must meet *at least the minimum requirements* for each feature in order to qualify for basic approval for use at UC. Tables that meet preferred and value-added criteria provide better value and score higher. Local UC Ergonomics Programs can establish site-specific criteria.

### INSTRUCTIONS

All sections must be completed for each table.

## FREESTANDING HEIGHT-ADJUSTABLE TABLE REQUIREMENTS – CHECKLIST

### Freestanding Height-Adjustable Table Specifications

<input type="checkbox"/>	<p>Height - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Entire work surface is user height-adjustable (pneumatic or electric with a one touch button control) from 22-48 inches (+/- 0.7 inch) or greater from the floor to the top of the work surface (ADA compliant)</li> <li><input type="checkbox"/> <b>Minimum:</b> Entire work surface is user or installer height adjustable from 22-30 inches (+/- 0.7 inch) or more. If table is pneumatic, forces to adjust table do not exceed 7 lbs</li> </ul>
<input type="checkbox"/>	<p>Width of top surface – <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred (for mixed-use workstations - computer, paperwork and phone use):</b> At least 60 inches (minus 2 inches for pinch points) of usable desk surface</li> <li><input type="checkbox"/> <b>Minimum (for computer workstations):</b> At least 27.6 inches or greater (functional requirements of the task will most likely dictate a larger width)</li> </ul>

## Ergonomics Requirements: Freestanding Height-Adjustable Tables

<input type="checkbox"/>	<p>Width underneath work surface – <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred</b> (for mixed-use workstations - computer, paperwork and phone use): At least 41 inches unobstructed leg room</li> <li><input type="checkbox"/> <b>Minimum</b> (for computer workstations): At least 20.5 inches or greater, 30 inches wide or greater for ADA (functional requirements of the task will most likely dictate a larger width)</li> </ul>
<input type="checkbox"/>	<b>Minimum:</b> Depth of top surface - at least 30 inches (minus 1 inch pinch point) deep to allow for safe placement of computer equipment on the computer workstation
<input type="checkbox"/>	<p>Depth underneath work surface – <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> 22 inches or greater at the level of the knee and 23.6 inches or greater at the level of the feet (fully compatible for installation of a 22 inch track for a keyboard tray)</li> <li><input type="checkbox"/> <b>Minimum:</b> 17.3 inches at the level of the knee and 23.6 inches at the level of the feet (crossbar or support can be relocated or removed by installer to eliminate any obstruction; this shall not affect the stability of the table)</li> </ul>
<input type="checkbox"/>	<b>Minimum:</b> Thickness of top surface - no greater than 1.5 inches
<input type="checkbox"/>	<b>Minimum:</b> Finish - matte finish
<input type="checkbox"/>	<b>Minimum:</b> Edges - rounded front edges with 3mm radii; no sharp corners, cut-outs, or edges
<input type="checkbox"/>	<b>Minimum:</b> Stability - structurally rigid and stable. Work surfaces and bases meet ANSI/BIFMA X5.5 2008 requirements
<input type="checkbox"/>	<b>Minimum:</b> Weight capacity - freestanding work surface has a functional load capacity of at least 200 pounds
<input type="checkbox"/>	<b>Minimum:</b> Adjustment controls - easy to reach and operate from normal working postures, do not interfere with users' work positions and allow for intuitive, safe use. Placed and designed to prevent inadvertent movement or operation of surface
<input type="checkbox"/>	<b>Minimum:</b> Cables and electrical components – safely and securely attached to work surface/base to prevent interference with the operation of workstation components and to avoid hazards for people or equipment in or near the workstation
<input type="checkbox"/>	<b>Minimum:</b> Usage instructions readily available and provided to end user
<input type="checkbox"/>	<b>Minimum:</b> Label on table with manufacturer name, product name, model number, manufacturer/vendor contact information and other information necessary to allow for service and warranty
<input type="checkbox"/>	<b>Minimum:</b> Storage underneath work surfaces – does not impede work surface adjustability between 22-30 inches (+/- 0.7 inches) for seated adjustability; 22-48 inches (+/- 0.7 inches) for sit-to-stand adjustability. Storage is mobile or removable
<input type="checkbox"/>	<b>Minimum:</b> Storage above computer work surfaces – adjustable and/or easily removable to accommodate monitor heights while sitting or standing

Value-Added Features *(not required; result in higher scoring)*

<input type="checkbox"/>	<p>Multiple work surface shapes and sizes available</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bi-level</li> <li><input type="checkbox"/> Equal and offset corner</li> <li><input type="checkbox"/> Base only option</li> </ul>
<input type="checkbox"/>	Base/legs can be easily modified to support different work surface sizes; parts and components can be easily switched out for repair/sizing needs
<input type="checkbox"/>	Privacy/modesty panels available for rear and sides of table. Recommended height for rear panel is between 18 - 22 inches, adjustability preferred
<input type="checkbox"/>	Digital display
<input type="checkbox"/>	Programmable preset buttons
<input type="checkbox"/>	Software options available for work surface
<input type="checkbox"/>	Electrical for entire desk including motor and parts meets UL962 criteria
<input type="checkbox"/>	Fast, quiet and smooth operation
<input type="checkbox"/>	Samples available for Ergonomics Program review and demo in showrooms, labs or other locations
<input type="checkbox"/>	Employee desk sizing and fitting services available and provided
<input type="checkbox"/>	Extended warranties and service agreements
<input type="checkbox"/>	<p>Speed of delivery/quick ship</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 day delivery</li> <li><input type="checkbox"/> 10 day delivery</li> </ul>