

## 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 **tall task stools** for use in environments where computer and multi-tasking work is performed.

The goal of these criteria is to provide seating 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.

### Tall task stool definition:

Tall task stools are similar to task chairs, but have a taller cylinder allowing the user to sit in an elevated position, usually at a taller work surface height such as a lab bench. They are typically used to allow users to perform repetitive or prolonged tasks in laboratory, customer service counters, industrial and classroom environments. These types of stools need to be fully adjustable to meet the safety and comfort needs of users.

### 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 chair feature. Tall task stools must meet *at least the minimum requirements* for each feature in order to qualify for basic approval for use at UC. Tall task stools 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 tall task stool.

## TALL TASK STOOL REQUIREMENTS – CHECKLIST

### Basic Specifications

<input type="checkbox"/>	<b>Minimum:</b> Stool seat swivels easily on a five-leg base with casters
<input type="checkbox"/>	Casters – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> In addition to the caster options listed in minimum criteria below, caster options include breaking casters (roll when seated) or glides (lock when seated)</li> <li><input type="checkbox"/> <b>Minimum:</b> Casters are available for different floor surfaces such as carpet, hardwood, and linoleum</li> </ul>
<input type="checkbox"/>	<b>Minimum:</b> Adjustment controls: Easy to adjust from the sitting position and clearly marked to indicate function

<input type="checkbox"/>	<b>Minimum:</b> No sharp or rough edges anywhere on the stool, armrests or controls
<input type="checkbox"/>	Weight capacity of stool – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> At least 275 pounds <input type="checkbox"/> <b>Minimum:</b> At least 250 pounds
<input type="checkbox"/>	Fabric Options – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> In addition to minimum criteria below, available options include: non-skid material (i.e. to minimize slippage when lab coats are worn), Electric Static Discharge (ESD) and clean room <input type="checkbox"/> <b>Minimum:</b> Various fabrics available, including non-porous material that can be easily cleaned and decontaminated with appropriate disinfectant. Meet TB 117-2013 or TB 133 for fire retardance
<input type="checkbox"/>	Warranty on the chair – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> At least 10 years on all parts <input type="checkbox"/> <b>Minimum:</b> At least 5 years on all parts
<input type="checkbox"/>	<b>Minimum:</b> Usage instructions are readily available and provided to end user
<input type="checkbox"/>	<b>Minimum:</b> Label on chair with manufacturer name, product name, model number, manufacturer/vendor contact information and other information necessary to allow for service and warranty

#### Seat Specifications

<input type="checkbox"/>	Seat Height – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> Adjustable at least 7 inches within a range 19-30 inches <input type="checkbox"/> <b>Minimum:</b> Adjustable at least 5 inches within a range 19-30 inches
<input type="checkbox"/>	Seat Depth – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> Adjustable seat depth - provide up to 3 inches of forward/backward seat pan movement, range must include 16.9" seat depth <input type="checkbox"/> <b>Minimum:</b> If non-adjustable, seat is no greater than 16.9" deep
<input type="checkbox"/>	Seat Pan Angle – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> The seat angle allows users to vary their posture forward and backward to support declined and reclined seating <input type="checkbox"/> <b>Minimum:</b> Have a user adjustable range of at least 4 degrees, which includes a reclined position of 3 degrees
<input type="checkbox"/>	<b>Minimum:</b> Seat pan width is minimum of 17.7" wide
<input type="checkbox"/>	Foot Support– <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> Options available in addition to foot rings meeting minimum criteria below, i.e. extended height range/adjustability or alternate shape/size <input type="checkbox"/> <b>Minimum:</b> Adjustable foot ring provided. Foot ring has a minimum of 18 inch diameter ring with a minimum 4 inch height adjustable range
<input type="checkbox"/>	<b>Minimum:</b> Front edge of seat is rounded
<input type="checkbox"/>	Seat Shape – <i>one of the following must be checked:</i> <input type="checkbox"/> <b>Preferred:</b> Flat and contoured seat options are available <input type="checkbox"/> <b>Minimum:</b> Flat seat options are available

Backrest Specifications

<input type="checkbox"/>	<b>Minimum:</b> Backrest Height – top of backrest is at least 17.7 inches above the seat
<input type="checkbox"/>	Backrest/Lumbar Support Height Adjustability – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Entire backrest and/or lumbar support is height-adjustable <b>from</b> 5.9-9.8 inches above the seat measured from the most forward point of the lumbar support</li> <li><input type="checkbox"/> <b>Minimum:</b> Entire backrest and/or lumbar support is height-adjustable <b>within</b> the range of 5.9-9.8 inches above seat measured from the most forward point of the lumbar support</li> </ul>
<input type="checkbox"/>	<b>Minimum:</b> Backrest width is at least 14.2 inches
<input type="checkbox"/>	Backrest Shape – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Backrest is curved outward towards seated user to support the spine; lumbar support depth is user-adjustable</li> <li><input type="checkbox"/> <b>Minimum:</b> Backrest is curved outward at the lower portion to support the lumbar area</li> </ul>
<input type="checkbox"/>	Backrest Angle – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> The angle between the seat and back has an adjustment of 15 degrees or more including upright (90 degrees) and the rear of upright</li> <li><input type="checkbox"/> <b>Minimum:</b> The angle between the seat and back can achieve a position that is upright (90°) or to the rear of upright</li> </ul>
<input type="checkbox"/>	Backrest Angle Lock – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Backrest can be locked into various positions and can move freely with user-adjustable resistance</li> <li><input type="checkbox"/> <b>Minimum:</b> Backrest can be locked</li> </ul>

Armrest Specifications

<input type="checkbox"/>	Armrests are easily attachable and removable – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Removable/attachable by end user</li> <li><input type="checkbox"/> <b>Minimum:</b> Armrests are available and chair can be ordered with or without armrests. Armrests are removable/attachable by installer</li> </ul>
<input type="checkbox"/>	Armrest Height – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> Armrest height is adjustable from at least 6.7 to 10.6 inches above seat</li> <li><input type="checkbox"/> <b>Minimum:</b> Armrest height is adjustable and adjusts within the range of 6.7 to 10.6 inches</li> </ul>
<input type="checkbox"/>	Armrest Width/Depth – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Preferred:</b> At least 18.1 inches of clearance between armrests and armrests adjust in/outwards, forward/backward and pivot</li> <li><input type="checkbox"/> <b>Minimum:</b> At least 18.1 inches of clearance between armrests</li> </ul>
<input type="checkbox"/>	<b>Minimum:</b> Armrest shape: smooth, flat, padded with no excessive pressure points

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

<input type="checkbox"/>	Stools are delivered to campus assembled
<input type="checkbox"/>	Instructions for warranty, maintenance and service are included
<input type="checkbox"/>	Samples available for Ergonomics Program review and demo in showrooms, labs or other locations
<input type="checkbox"/>	Multiple part options are available for stool; parts can be easily switched out for repair or sizing needs
<input type="checkbox"/>	Employee stool fitting services available and provided
<input type="checkbox"/>	Speed of delivery/quick ship
<input type="checkbox"/>	<input type="checkbox"/> 5 day delivery
	<input type="checkbox"/> 10 day delivery