

This document outlines the minimum and preferred criteria for task chairs. The checklist should be used to determine whether or not a task chair meets UC ergonomics requirements. These requirements apply to new task chair purchases. Requirements are based on national standards including ANSI/BIFMA and are designed to preserve human, environmental, and capital resources at UC.

INSTRUCTIONS

Each section contains a set of criteria that should be evaluated for each chair under consideration.

1. If any criteria are not met, the product is not recommended for purchase
2. Chairs that meet **preferred** criteria are recommended over chairs that meet minimum criteria
3. Chairs that meet the value-added recommendations are recommended over chairs that do not meet these recommendations
4. Chairs not covered by these requirements are subject to local UC Ergonomics Program approval

Note: These guidelines apply to approximately 90% of the population. Petite, tall or large-framed individuals, individuals weighing more than 275 pounds, and people with specific ergonomics needs may require equipment with size or range adjustments that are outside the parameters provided below.

Contact your local UC Ergonomics Program for assistance with applying these requirements and for additional information, including a list of task chairs that meet these requirements and for requirements for chairs used in laboratories and other environments. Refer to your local UC Ergonomics Program for a site-specific version of this checklist with additional requirements and contact information.

UC Location: This checklist applies at _____. The _____ Ergonomics Program can be reached at _____

MINIMUM TASK CHAIR REQUIREMENTS

Basic Features

<input type="checkbox"/>	Chair seat swivels easily on a five-leg base with casters (2, pg. 13)
<input type="checkbox"/>	Casters are available for different floor surfaces such as carpet, hardwood, and linoleum (2, pg. 13)
<input type="checkbox"/>	Adjustment controls: Easy to adjust from the sitting position and clearly marked to indicate function (1, pg. 14)
<input type="checkbox"/>	No sharp or hard edges anywhere on the chair or controls (1, pg. 14)
	Weight capacity of chair is:
<input type="checkbox"/>	<input type="checkbox"/> Preferred: At least 275 pounds (current practice for standard chairs)
	<input type="checkbox"/> Minimum: At least 250 pounds (manufacturing industry standard; 5)
<input type="checkbox"/>	Five-year minimum warranty
<input type="checkbox"/>	Instructions on how to use chair are provided to end user

Seat Features

<input type="checkbox"/>	Seat height is adjustable at least 4.5 inches within the range of 15 - 22 inches from the floor (1, pg. 87)
	Seat Depth – one of the following must be checked
<input type="checkbox"/>	<input type="checkbox"/> Preferred: Adjustable seat depth - provide up to 3 inches of forward/backward seat pan movement, range must include 16.9" seat depth (1, pg. 87)
	<input type="checkbox"/> Minimum: If non-adjustable, seat should be no greater than 16.9" deep (1, pg. 87)
	Seat Pan Angle – one of the following must be checked
<input type="checkbox"/>	<input type="checkbox"/> Preferred: Range is at least 4 degrees of user-controlled adjustability, from leaning forwards to leaning backwards 3 degrees (1, pg. 87)
	<input type="checkbox"/> Minimum: If seat pan angle does not adjust, seat is designed with a slight backward or forward angle (1, pg. 87)
<input type="checkbox"/>	Seat pan width is minimum of 17.7" wide (1, pg. 87)

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| <input type="checkbox"/> | Front edge of seat is rounded (1, pg. 87) |
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Backrest Features

<input type="checkbox"/>	Backrest Height – top of backrest is at least 17.7 inches above the seat (1, pg. 88)
<input type="checkbox"/>	Backrest height adjustability – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: entire backrest and/or lumbar support adjustable from 5.9-9.8 inches above the seat (1, pg. 88) <input type="checkbox"/> Minimum: entire backrest and/or lumbar support is height-adjustable within the range of 5.9-9.8 inches above seat (1, pg. 88)
<input type="checkbox"/>	Backrest width is at least 14.2 inches (1, pg. 88)
<input type="checkbox"/>	Backrest Shape – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: backrest should curve outward towards seated user; lumbar support depth should be user-adjustable (6, pg. 83) <input type="checkbox"/> Minimum: backrest is curved at the lower portion to support the lumbar area (6, pg. 83)
<input type="checkbox"/>	Backrest Angle – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: backrest angle has an adjustment of 15 degrees or more within the range of upright (90 degrees) to reclined position (120 degrees). User-adjustable headrests are necessary for chairs reclining greater than 120 degrees. (1, pg. 88) <input type="checkbox"/> Minimum: backrest angle can achieve a position that is upright (90°) or to the rear of upright (1, pg. 88)
<input type="checkbox"/>	Backrest Angle Lock – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: backrest can be locked into various positions and can move freely with user-adjustable resistance (2, pg. 13) <input type="checkbox"/> Minimum: backrest can be locked into various positions (2, pg. 13)

Armrest Features

<input type="checkbox"/>	Easily attachable and removable – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: removable/attachable by end user (1, pg. 89) <input type="checkbox"/> Minimum: removable/attachable by installer (1, pg. 89)
<input type="checkbox"/>	Armrest Height – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: armrest height is adjustable from at least 6.7 to 10.6 inches above seat (1, pg. 89) <input type="checkbox"/> Minimum: armrest height is adjustable and adjusts within the range of 6.7 to 10.6 inches (1, pg. 89)
<input type="checkbox"/>	Armrest Width – <i>one of the following must be checked:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: at least 18.1 inches of clearance between armrests and armrests adjust in/outwards and pivot (1, pg. 89) <input type="checkbox"/> Minimum: at least 18.1 inches of clearance between armrests (1, pg. 89)
<input type="checkbox"/>	Armrest Shape: smooth, flat, padded with no hard edges or materials (1, pg. 89)

Value-Added Features *(recommended, not required)*

<input type="checkbox"/>	Chairs are delivered to campus assembled
<input type="checkbox"/>	Instructions for warranty and maintenance are included
<input type="checkbox"/>	Available in upholstery for both administrative, labs, and health service needs
<input type="checkbox"/>	Samples available for Ergonomics Program review and demo in showrooms or labs
<input type="checkbox"/>	Sizing and/or fitting services provided
<input type="checkbox"/>	Extended warranties and service agreements included
<input type="checkbox"/>	Speed of delivery/quick ship

REFERENCES

(1) ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations; (2) Ergonomic requirements for office work with visual display terminals (VDTs) ISO 9241-5:1998 (E); (3) Human Factors in Engineering and Design, Mark Sanders and Ernest McCormick, 7th edition, McGraw-Hill, Inc. 1993; (4) Ergonomics Guideline for VDT Furniture used in Office Work Spaces, BIFMA International, 2002; (5) ANSI/BIFMA X5.1-2002; (6) BSR/HFES 100 draft 3/2002