Ergonomics Criteria for Used Office Systems Furniture

Many computer-related injuries on campus are due to workstations that are not appropriately configured to the employee. Most worksurfaces are installed too high for the average-sized employee and there is limited, if any, adjustability. The design of the worksurface is the foundation for proper ergonomics in the office environment. Installing the worksurface at the recommended height and allowing for height changes for the primary computer worksurface at move in helps reduce the risk for these types of injuries.

Please incorporate the following into all RFPs that specify used office systems furniture:

1. If the worksurface is not user adjustable, install at height of 28.5 inches; the worksurface should be adaptable to this performance without additional cost.
2. The primary worksurface for the keyboard, mouse and computer monitor should provide bracketry that allows for adjustability, if necessary, by facilities at a later date; the primary worksurface should be adaptable to this performance without additional cost for parts.