University of Washington Faculty & Staff use only

Guide to Ergonomic Office Products

As the University of Washington is a diverse organization with employees representing a wide range of body types, the UW Ergonomics Taskforce has reviewed various furniture and accessories to demystify the process of selecting and purchasing appropriate ergonomic products. The UW Ergo Taskforce has made extensive efforts to evaluate ergonomic office products and to pre-approve specific makes/models of various types of office furniture and equipment for the convenience of UW departments.

All pre-approved products are ergonomically sound and cost-effective. These products provide for maximum adjustability, and thus are suitable for a wide range of employees. However, nothing is one size fits all.

CHAIRS

Chairs should be ordered to fit the person who will be using them. A wide variety of chairs are available. Please do not order the same chair for an entire department, as there are a wide range of body types to accommodate. Petite and large/tall chair options are available with the same recommended adjustability of standard size chairs. The quality and adjustability of the recommended equipment should reduce the frequency of replacement, thus reducing over all costs to your department.

Basic Recommended Chair Configuration:
- Adjustable seat height and backrest height
- Adjustable seat and back angle
- Adjustable arm height/width (and pivot if possible)
- Lumbar support
- Sliding seat pan and/or seat depth adjustable
- Consider removable arms
- Contoured seat
- *Only use soft casters on hard flooring, such as floor tile

Sit/Stand Tables:

This type of work surface should be considered for anyone who must sit for the majority of their work day, or needs to vary their physical position due to the tasks they perform. Keep in mind that the monitor height has to be adjustable in relation to the keyboard height in order to keep the neck in the proper position.

- Must adjust quickly, easily, and smoothly with little effort.
- Adjustment controls need to be within reach and easy to operate
- Adjustable monitor surface and keyboard surface
- Consider casters if it’s in a lab setting or used by multiple users
- Determine the range of adjustability needed prior to ordering

**Desks**
When ordering desks or work surfaces the following features should be included:
- Adjustable surface height (especially if more than one person shares a workstation)
- Adjustable keyboard height and angle, should be able to tilt negatively and positively
- Width of the keyboard tray should have enough room for the keyboard and mouse together
- Articulated keyboard and mouse tray, should move from side to side
  - If there is only one work surface then the keyboard tray should be fully retractable underneath
- Keyboard tray should have a ball-bearing glide for easy operation
- Desks should allow ample foot and leg room

**Keyboard Trays:**
Keyboard Trays - Installation, and Modifications - Contact UW Facility Services
*Customer Service Center* at 685-1411. 543-3010 for South Campus Facility Services, or online at [http://depts.washington.edu/alttour/catpage2.htm](http://depts.washington.edu/alttour/catpage2.htm)
  - Place a work order with your department’s budget number.
  - Make your specific requests as "Provide and Install". They will send someone to assess the work surface and facilitate any service necessary
  - The objective is to have the keyboard squarely facing the monitor, situated approximately 1" below the elbow height of the user, and sloping away from the user in order to allow the wrists to be straight.

Many more keyboard trays are available in the Vendors catalog and can be borrowed by sending an email to Purfurn@u.washington.edu.

**Document Holders**
There are a variety of document holders available, but current information indicates that the best placement to prevent neck strain is just underneath the computer monitor so the user is not constantly looking off to one side.

**Telephone Headsets:**
Due to the wide variation in telephone equipment throughout the UW, the telecommunications department requests that all telephone headsets be purchased through them in order to assure compatibility.
Call UW Communication Technology (Comm Tech) for main campus 543-0133
For UWMC call Telecommunications at 598-6970
For HMC call Telecommunications at 731-4357

For additional information or to request catalogs for furniture products and accessories please email: Purfurn@u.washington.edu. For catalogs please request a 'Literature Request form'. This helps us identify which catalogs you want (as there are many) and who to send them too. Catalogs can only be sent via Campus mail.