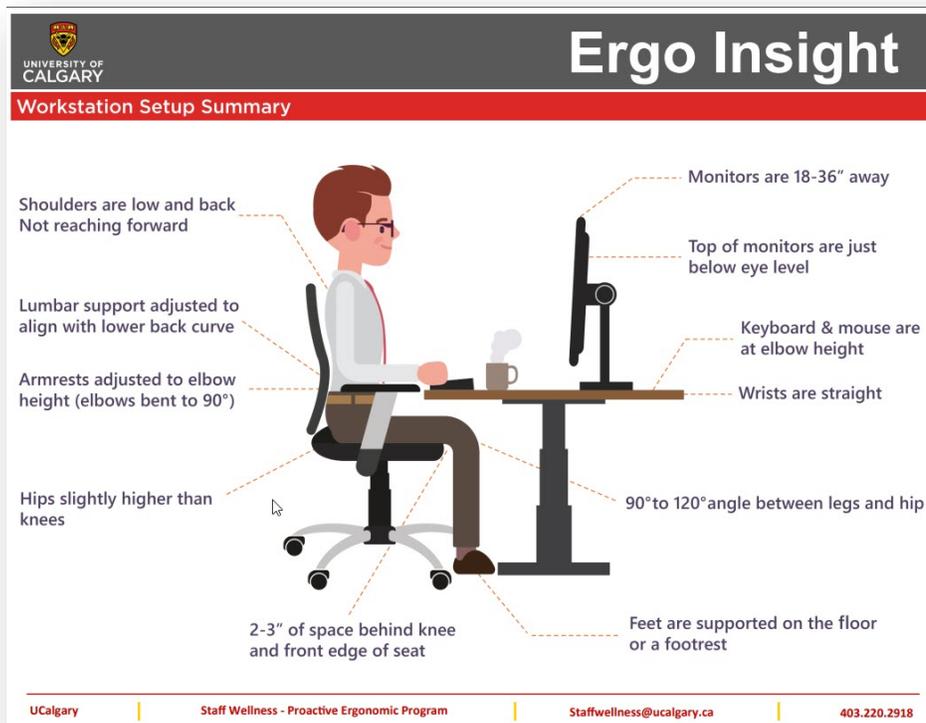


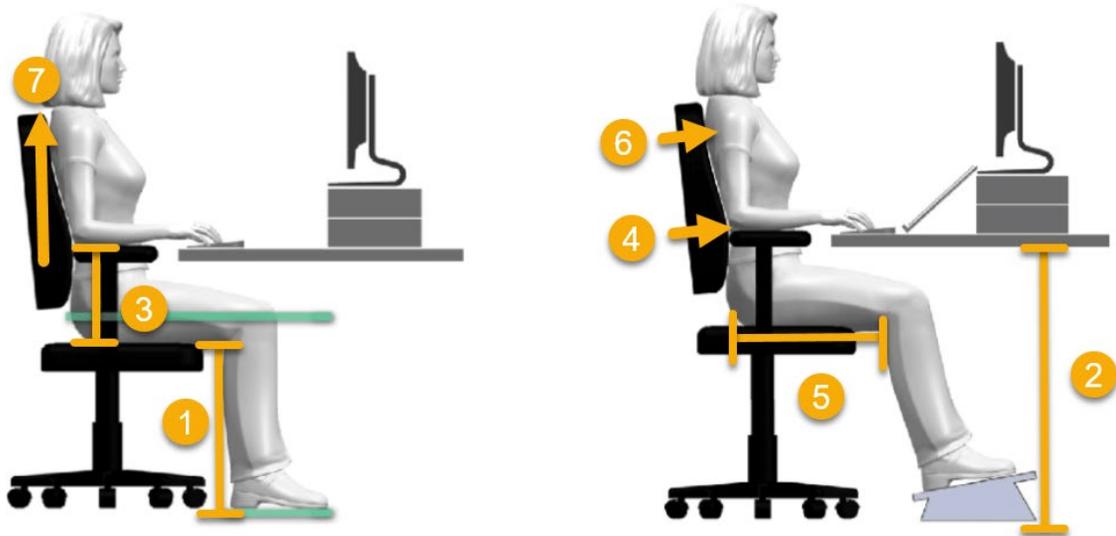
## Guidelines for Purchasing Office Furniture and Equipment

### Contents

|  |   |
|--|---|
| <b>Office Chair</b> .....                            | 2 |
| <b>Sit/Stand desk</b> .....                          | 3 |
| <b>Sit/stand converter (placed on desktop)</b> ..... | 3 |
| <b>Sit/Stand Desk Requirements</b> .....             | 3 |
| <b>External Keyboards &amp; Mice</b> .....           | 4 |
| <b>Keyboard trays</b> .....                          | 4 |
| <b>Monitors</b> .....                                | 5 |
| .....  | 5 |
| <b>Preferred Providers</b> .....                     | 5 |



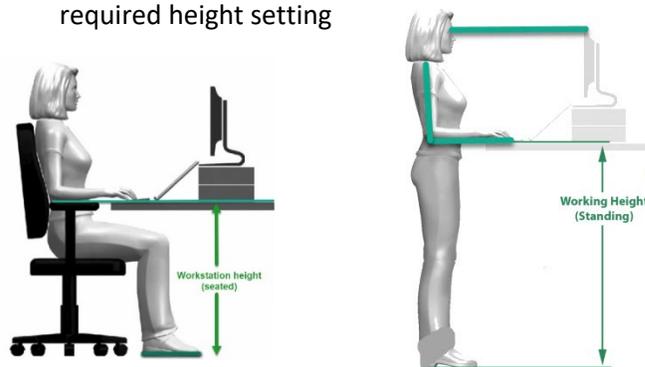
## Office Chair



- 1** Height adjustable (allows for feet to be placed flat on the floor with knees and hips at the same height, or knees slightly lower). **2** If the keyboard/mouses height is too high, the chair raises high enough for elbows to be at the same height as the keyboard; a footrest is required.
- 3** When shoulders are relaxed and elbows are at 90 degrees, armrests lower below elbow height. Optional: width and forward/backward adjustments.
- 4** Adequate lumbar support (note: if the backrest is mesh fabric ensure there is an additional mechanism for lumbar support).
- Appropriate seat pan size (petite, small, standard, large, extra large); arms should rest comfortably beside your torso when placed on the armrests. **5** Seat pan depth accommodates a 2–3-inch space behind the knees.
- 6** Backrest height supports upper back.
- 7** Backrest locks in the upright position for full support; that is, you can sit upright, and your entire back is supported. Optional: backrest tilt.

## Sit/Stand desk

- ❑ Measure the footprint of the area where the desk will be placed; ensure you are able to easily move around your office and you are not blocking doors, drawers, cupboards, or foot traffic.
- ❑ Check overhead - does the space allow for your monitor to raise to the appropriate height when standing. Measure standing eye height, this will be the approximate height of your monitor.
- ❑ Consider electrical outlets and cord placement for automatic desks and equipment.
- ❑ Recommended configurations based on 5<sup>th</sup> and 95<sup>th</sup> percentile anthropometric data:
  - Depth: 30 inches, however it can be 24 inches if using a keyboard tray. Some height adjustable desks will not allow tray installation (speak with the preferred provider, sales representative, regarding desk specifications).
  - Height adjustments for multiple users (Ucalgary office):  $\leq 22.6 - \geq 48$  inches
  - Height adjustments for one user (personal purchase – home use), see diagram:
    - a. measure seated elbow height (sit with feet flat on the floor, knees at 90 degrees, shoulders relaxed and elbows at 90 degrees) = required height setting
    - b. measure standing elbow height (shoulders relaxed and elbows at 90 degrees) = required height setting



## Sit/stand converter (placed on desktop)

- ❑ Measure desktop surface and ensure the base will fit according to the manufacture's guidelines.
- ❑ Is your desk sturdy enough to hold the weight of the converter and height adjustments.
- ❑ If your desk surface is higher than your seated elbow height you will need a converter with a drop-down keyboard/mouse tray.

## Sit/Stand Desk Requirements

Changing from sitting to standing work does not change body position from the waist up. Changing body positions (stretching/movements/brief walks) throughout the day continues to be a priority to help decrease the risk of injury and discomfort.

- ❑ Complete the 10-minute training video - [Safe Use of Sit Stand Workstations](#).
- ❑ Review the [Sit Stand Workstations](#) document for further information.

## External Keyboards & Mice

An external keyboard and mouse are essential for proper workstation setup.

- Wireless or wired:
  - Wireless typically require battery replacement and a small USB.
  - Wired require space for extra USB ports and cords.
- Size:
  - Compact keyboards fit most keyboard trays. The small size decreases reaching distance to the mouse, however if you have wide shoulders, compact keyboards are not recommended.
  - Measure the worksurface to ensure the keyboard size allows for comfortable mousing.
  - Do you require a number pad? Some keyboards have detached number pads, left hand number pads or retractable pads to assist with decreased reaching when mousing.
- Type:
  - Vertical mice and sculpted keyboards allow for a more neutral forearm position. Some vertical mice can be cumbersome when alternating between mousing and keyboarding, and some sculpted keyboards are too wide or too large. If shopping in-person, try various keyboards and mice, using a proper wrist and elbow position.
  - See the [Grand and Toy Catalogue](#) for recommended keyboards and ergonomic mice. If you do not require a specialized keyboard or mouse, you can purchase standard equipment for low cost, similar to the brands in the catalogue.

## Keyboard trays

- Desk configuration and materials allow attachment of the tray. Prior to purchasing a keyboard tray, you may need to speak with a sales representative regarding applicable installation.
- Keyboard and mouse fit comfortably at the same height.
- Attached wrist rests may be uncomfortable or interfere with your keyboard.
- Lowers to the proper height to allow feet to be fully supported on the floor with thighs parallel to the floor.
- Space to move comfortably around your workstation when the tray is extended.
- Allows for leg clearance under the tray.
- If needed, the arm rests can lower below the tray to promote movement.
- No sharp edges or uncomfortable ledges on the tray.
- The tray is stable and does not bounce when you are keyboarding.
- If multiple users, the tray should have various setting heights.
- Desk drawers and cabinets accessible.
- Retracts when not in use. Retractable keyboards help keep your workspace tidy, decrease risk of injury, and provide a dust cover for your keyboard and mouse.
- Can you install it yourself or does it require specialized installation and tools?
- Do you require a corner station keyboard tray?

## Monitors

Laptop and tablet screens are typically too small for prolonged computer work.

- Monitor base fits securely on the desktop.
- The monitor height is adjustable.
- It allows for tilt and/or swivel, to help decrease glare.
- If the monitor is not adjustable you may want to consider a monitor arm.
- It is a similar size to other monitors you may be using.
- It is compatible with your docking station and you have the proper attachments.
- Do you require an external camera?

## Preferred Providers

- [Grand and Toy preferred Pricing 2020 Catalogue](#) and [Grand and Toy WFH Catalogue](#)

The following chairs are regularly recommended from Grand and Toy:

- ErgoCentric: GeoCentric or airCentric
- Global: Tritek or Obusforme

The GeoCentric, Tritek and Obusforme chairs are available at Staff Wellness for adjustability and comfort comparisons. Book an appointment with the Ergonomic Program Advisor to compare chairs.

- [McCrum's Furniture Catalogue](#)

- [Distribution Services – Surplus Sale](#)

Visit the [Proactive Ergonomic Program](#) website for further ergonomic information.