

UCalgary Office Equipment or Chairs for Home Use

1. Complete the checklist to determine if you require your UCalgary equipment and/or chair at home for your work.

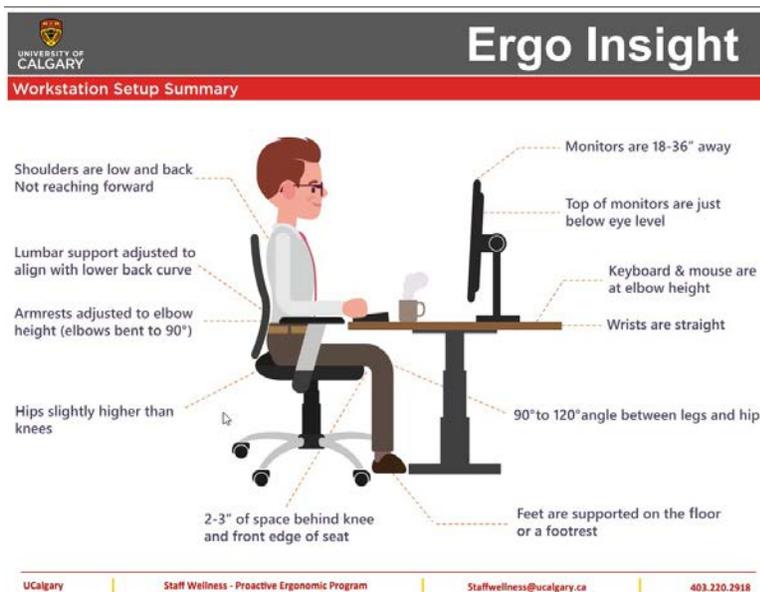
Equipment/Chair	Considerations	Yes	No
Keyboard and mouse:	Are you using an external keyboard and mouse?		
Chair: Does your chair:	Provide comfort over an extended period (good padding and support)?		
	Provide lumbar and upper back support?		
	Allow you to position yourself close to the keyboard and mouse (keep upper arm alongside your torso when keyboarding and mousing)?		
	Adjust to the proper height for keyboarding and mousing? See diagram and photo page 2.		
Monitor(s):	Are you using a similar screen(s) as you use at the office?		
If you answered "No" to one or more of the questions above, consider the points below:			
Will you need your office equipment and chair on campus for intermittent use, or will you be returning to the office in the near future part time/full time and require your equipment and chair at the campus office?			
Is your office accessible?			
Can you follow the COVID-19 Protocols to pick up your items?			
A courier company must delivery your chair. You are responsible for the courier fees and delivery arrangements. Are you able to meet the courier at campus and at home? Is the courier able to access your office chair? Will the courier place the chair in the applicable location in your home (example: carry it up stairs)?			

2. Receive manager approval.
3. Track items [IT Equipment Agreement](#).
4. Hire a courier and follow [COVID-19 Protocols](#) for delivery of your office chair.
5. Return equipment and chair in similar condition upon returning to the office. You are responsible for hiring a courier to return your chair to your campus office.

Office chairs for home use

Option A: Purchase your own equipment/furniture

1. Purchase the equipment for your home. This is an employee incurred expense. The University will not be in a position to provide reimbursement for equipment or furniture purchased by faculty/staff for use in their home.
 - i. Grand and Toy is offering preferred pricing for a limited time to all U of C employees. [Ergonomic Equipment Catalogue Grand and Toy preferred Pricing 2020](#) Note: Chairs listed on pages 22 - 23 are delivered within 2-3 business days. Following are the chairs that are regularly recommended from Grand and Toy:
 - a. ErgoCentric: GeoCentric or airCentric
 - b. Global: Tritek or Obusforme
 - ii. Other vendor: Ensure the chair has the following mechanisms:
 - Height adjustment
 - Armrests lower below your elbow height when your shoulders are relaxed. To measure, sit in the chair with shoulders relaxed, back against the backrest and elbows at 90 degrees (forearms parallel to the floor). Keep your arms beside your torso to measure. Also, ensure armrests avoid interfering with your workstation.
 - Appropriate lumbar support.
 - Your body should fit comfortably in the seat pan. There should be 2 – 4 fingers of space between the back of your knee and the front of the seat pan.
 - Backrest should lock in an upright position. Optional: backrest tilt.



Note: if your keyboard and mouse are placed too high, for example on the kitchen table, raise your chair, use a footrest/books and use a TV tray or lower table as a keyboard tray, ensure you have leg room and can sit close to your keyboard and mouse.

Option B: Deliver UCalgary office chair to your home

1. Receive approval from your manager to have your chair delivered to your home.
2. Schedule a courier to deliver **your** University office chair. Due to safety concerns, employees must hire a delivery company in order to have their UCalgary chairs transported to their home and returned to UCalgary upon returning to campus.
 - iii. Make arrangements with a courier to meet at your office. You are responsible for delivery costs to have the chair delivered to your home and returned to your office.

Option: <https://www.citywidecourier.net/> City wide courier estimate:

Registered clients \$45 - \$60/delivery (pickup/delivery time within a 4-hour window)

Non-registered clients \$65 – \$85/delivery (pickup/delivery time within a 4-hour window)

Estimates are per delivery

3. Follow UCalgary [COVID-19 Protocols](#) when on campus.

Option C: Alternate working option

1. Speak with your manager.

Options Summary

Option	Advantages	Disadvantages	Options
A. Personally purchase furniture	<ul style="list-style-type: none"> - Allows the possibility to alternate between working from home and working in the office, if needed. - You own the furniture for future use. 	<ul style="list-style-type: none"> - You may have limited space. - If you have limited space, consider an obus forme backrest and/or seat cushion, depending on your household chair type. - Cost 	Used furniture (Kijiji, FB marketplace, family, friends)
B. Deliver your office chair to your home	<ul style="list-style-type: none"> - Allows use of proper equipment at home. - Minimal cost. 	<ul style="list-style-type: none"> - Consider the risks of being on campus. - Unable to work intermittently in your campus office, if needed. - You will need to return the chair when you return to the office. - Ensure the chair returns to campus in similar condition (pets, kids etc). 	Speak with your manager.
C. Other working options	N/A	N/A	Speak with your manager.