

Colorado Special Districts Workstation Evaluation Summary

Employee _____

Date _____

CSD Rep _____

Location _____

Chair / Body Positioning

Discussion

- Feet flat on floor
- Height and depth of seat pan
- Angles of back, hip and legs
- Tilt of chair back – upright
- Lumbar support
- Proper posture

Keyboard and Mouse

- Angle of arms, elbow, wrist
- Articulation keyboard tray
- Keyboard type / legs up or flat
- Wrist and mouse rests
- Document holder

Monitor and Office Environment

- Correct distance for user's focal needs
- Correct height for user's focal needs
- Font size adjusted appropriately
- Room lighting and windows

General Work Area

- Cockpit setup approach
- Limit reaching to "Bent Elbow"
- Center monitor(s), keyboard and mouse
- Telephone
- Copy stand
- Other tools
- Limit large items (Pinch Grip)

Recommendations:
