COMPUTER/VDT COMFORT CHECKLIST

COLLEGE:________________________________________________

EMPLOYEE:________________________________________________

DEPARTMENT:__________________________ DATE:_________________

EVALUATED BY:___________________________________________

CHAIR

1. Adjustable Chair with:

   Support for low back? (convex 1-2")                        YES NO

   Adjustable seat angle? (8 degrees back, 5 forward)                        YES NO

   Rounded edges on seat?                       YES NO
   (seat width = 18.2";depth =15-17" min)

   Arm rest? (min distance between 18.2"")                     YES NO

   Leg clearance (h= 24";w= 20" min)

   Is chair stable? (5 legs & casters)                        YES NO

2. Height of Chair:

   Knees even with hips, or a little lower than hips?     YES NO
   (16"-20.5 ")

   Is seat easily adjusted?                                 YES NO

   Do feet reach the floor?                               YES NO

   Is a footrest needed?                                   YES NO

3. Back Rest:

   Backrest placed at waistline to support low back?      YES NO
   (16"-20" min 13")
WORK SURFACES

KEYBOARD

1. Position of Keyboard: (23"-28")
   YES  NO
   Elbows bent at 90?
   YES  NO
   Wrists straight, or slightly bent up?
   YES  NO

MOUSE

1. Position of Mouse:
   YES  NO
   Elbows bent at 90?
   YES  NO
   Wrists straight, or slightly bent up?
   YES  NO
   Shoulders relaxed?
   YES  NO

SCREEN

1. Position of screen:
   YES  NO
   About 16" - 22" away (roughly arm's length)?
   YES  NO
   Top of terminal screen even or slightly below top of forehead?
   YES  NO

2. Visibility of screen:
   YES  NO
   Glare on screen?
   Clarity?

WORK

1. Position of Work:
   YES  NO
   Document and screen at similar heights?
   Use of document holder
   YES  NO
   Sitting directly in from of the document holder, keyboard, and display terminal?
   YES  NO

PHYSICAL STRAIN REDUCTION
Muscle relaxing exercises?  YES  NO

Eyes  YES  NO

Head  YES  NO

Arms & shoulders  YES  NO

Wrists  YES  NO

COMMENTS
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FOLLOW UP BY:

DATE: __________