

Workstation Set-Up:

- All workstations will be on easy to move casters eliminating any lifting during layout reconfiguration.
- The work surface should be installed/adjusted to be approximately 25" - 34" high for seated work and to fit a range of operator sizes (ensure that adjustments can be made easily). (Swiftspace's Shift and Shape product lines are electric height adjustable)
- The space beneath the work surface should have sufficient room above your legs to allow for a range of body postures.
- The knee well should be 30" by 19" deep.
- The work surface should have adequate space for equipment (monitor, telephone, stapler, tape dispenser) to be located close to the user to minimize bending, flexing, or twisting of arms, wrists, or hands.
- A matte finish on the work surface is ideal to reduce light reflection.
- There should be an option to add a platform for a keyboard and mouse should be placed The platform should be at least 28" wide, directly in front of you and directly beneath the monitor.

Accessories

- Ability to provide visual and/or physical separation with use of privacy panels and walls.
- Ability to provide acoustical/noise dampening solutions between work areas Ability to provide add personalized lighting for workarea.
- The keyboard and mouse platform should easily move side to side, up and down, in and out, and lock securely in place.
- The height of the keyboard/mouse platform should allow your hands to rest lightly on keyboard or mouse with your forearms using the chair armrests for support.
- The keyboard height should allow straight wrists and a 90-degree angle between the upper arm and the forearm (angle should adjust by 20-degrees up or down for individual preference and periodic adjustment).
- The keyboard height and angle should be adjustable (reverse slope).
- The keyboard and mouse should have a wrist rest and/or mouse rest available for support when taking mini-breaks.
- If viewing documents ability to have a freestanding document holder that is position next to the side of the screen and slightly angle it so that it follows a curve from the side of the screen.
- To reduce the stress in your neck, a headset may be beneficial to reduce stretching and improperly holding the phone

Storage

- Materials should be stored in an accessible area (between 15" - 48" above floor).
- Storage areas should allow 30" x 48" clear maneuvering space and accommodate right or left-hand access.
- Deep storage should have "lazy susan" carousels, pull-out shelves, or drawers with full-extension ball-bearing slides.
- Stored materials should have labels facing out with instructions, symbols, or color-coding.

Sit/Stand Desks:

How to set-up your sit/stand desk:

Maintain a neutral body position in both sitting and standing position:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, forward facing, and balanced. Generally speaking, the head is in-line with the torso.
- Erect or upright spine.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay close to the body and are bent at about 90 degrees.
- No twisting of the upper torso.
- The in-line sight is between the horizontal and 30 degrees below the horizontal (i.e., when viewing the monitor, the monitor is at eye level or slightly below eye level).

When the desk is in a standing position, be sure that:

- The worksurface height is approximately at your standing elbow position (e.g., your arms are in the same position as they would be if you were sitting).
- The keyboard and mouse are aligned as you would when you are sitting.
- The height of the monitor should still be between horizontal and 35 degrees below.
- Wear supportive footwear.
- Consider the use of an anti-fatigue mat, where appropriate.
- Use a footrest when standing to help shift your weight as needed, or shift your weight from leg to leg occasionally.
- Ensure that any cables, electrical access, storage of materials, and general layout do not make adjusting the desk difficult.

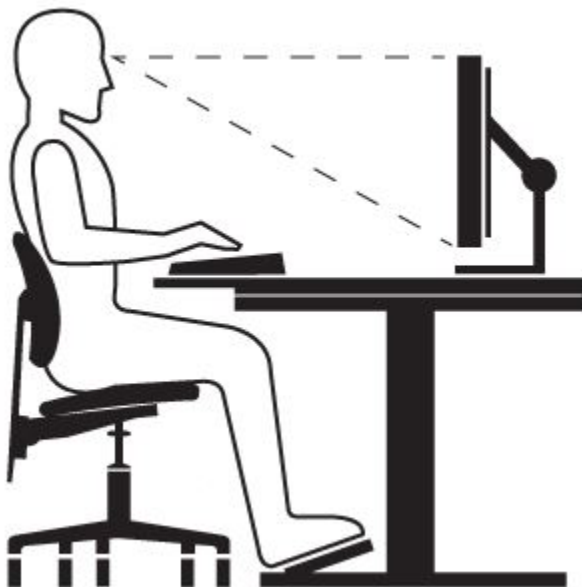


Figure 1: Sitting at desk

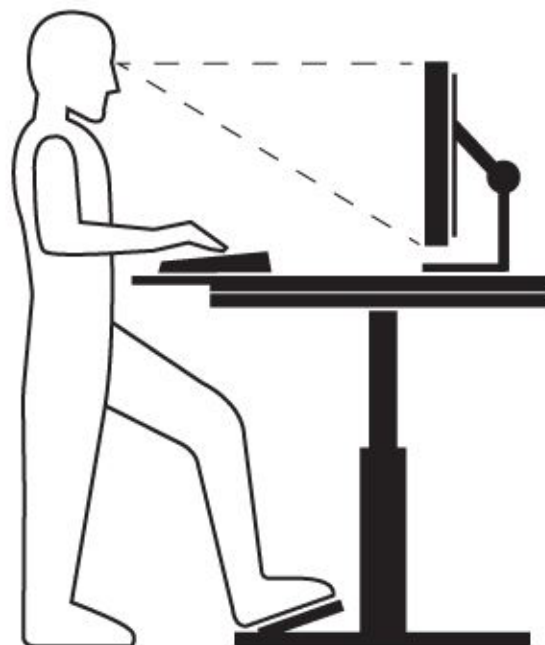


Figure 2: Standing at desk