

**Ergonomic Computer Checklist of Problems and Possible Solutions:**

	<b>Problem</b>	<b>Ideal Solutions</b>	<b>Quick Fixes</b>
<b>1. Work Area</b>	<input type="checkbox"/> Cluttered	<input type="checkbox"/> Work area with enough space for important items to be within 16-inch reach	Additional: <input type="checkbox"/> table <input type="checkbox"/> shelves <input type="checkbox"/> file cabinet
<b>2. Computer Table</b>	<input type="checkbox"/> Only 1 level <input type="checkbox"/> Monitor level of table, not adjustable for height <input type="checkbox"/> Keying surface not wide enough to fit mouse next to keyboard	<input type="checkbox"/> 2-level table, each level adjustable for height, min. width 26 inches <input type="checkbox"/> table adjustable to standing position	<input type="checkbox"/> If non-adjustable table is too high, raise chair & use footstool
<b>3. Document Holder</b>	<input type="checkbox"/> None <input type="checkbox"/> Holder not adjustable <input type="checkbox"/> Holder too small	<input type="checkbox"/> Document holder adjustable for height, distance, and tilt <input type="checkbox"/> Large enough to hold largest document	<input type="checkbox"/> Fasten giant clip (chip clip bag) to front corner of monitor with double-sided tape
<b>4. Monitor</b>	<input type="checkbox"/> Not parallel to face <input type="checkbox"/> Too high <input type="checkbox"/> Too low <input type="checkbox"/> Too close <input type="checkbox"/> too far away	<input type="checkbox"/> Place monitor screen parallel to face, top line just below eye height, screen 18-24 inches from eyes	<input type="checkbox"/> Raise by using thick book; lower by removing unit <input type="checkbox"/> Place on side table if that allows screen to be parallel to face
<b>5. Keyboard</b>	<input type="checkbox"/> Not directly in front of person <input type="checkbox"/> Too high <input type="checkbox"/> Too low	<input type="checkbox"/> Place keyboard directly in front, 2 inches above thighs <input type="checkbox"/> Elevate front and/or back of keyboard until wrists are straight <input type="checkbox"/> Provide split keyboard <input type="checkbox"/> Provide voice recognition software to reduce keying	<input type="checkbox"/> Add adjustable tray to desk for keyboard and mouse <input type="checkbox"/> Rest keyboard on lap
<b>6. Mouse</b>	<input type="checkbox"/> Not beside keyboard <input type="checkbox"/> Too large or small for hand	<input type="checkbox"/> Place mouse immediately to right or left of keyboard <input type="checkbox"/> Right size mouse for hand <input type="checkbox"/> Touchpad or other mouse alternative	<input type="checkbox"/> Create a mouse surface next to keyboard by fastening a clipboard under keyboard
<b>7. Footrest</b>	<input type="checkbox"/> Needed, but not present <input type="checkbox"/> Not adjustable for height and angle	<input type="checkbox"/> Non-skid footrest adjustable for height and tilt	<input type="checkbox"/> Use inverted in-basket or box

	_____ Not non-skid		
<b>8. Wrist/palm or forearm rests</b>	_____ Too hard _____ Presses on wrists _____ Too low _____ Too high	_____ Controversial. If used, should be soft or gel-filled, height of 1st row keys, and support the palm or forearm rather than wrist	_____ Rest hands in lap when not keying
<b>9. Telephone</b>	_____ Too far away _____ Must use phone while keying by tucking handset between shoulder and ear	_____ Headset instead of handset	_____ Use shoulder rest _____ Use Longer cords
<b>10. Chair</b>	_____ Not adjustable from seated position _____ Only partially adjustable _____ No arm rests _____ Arm rests not adjustable	_____ Ergonomic chair with seat height & tilt, backrest height & tilt, armrest height & width all adjustable from seated position. Chair tilts back.	_____ Foam pad for hard seat _____ Lumbar cushion
<b>11. Task Lighting</b>	_____ Task light needed but not present _____ Not adjustable	_____ Task light able to be focused on documents	_____ Bring lamp from home
<b>12. Room Lighting</b>	_____ Too bright _____ Too dim _____ Flicker _____ Reflection of lights on screen	_____ Moderate brightness from fixtures with cube or parabolic louvers or diffusers	_____ Place file folder "visor" over monitor _____ Reduce lighting by removing some bulbs _____ Replace flickering bulbs
<b>13. Windows</b> _____ N/A	_____ Window coverings not present _____ Window coverings not adjustable _____ Monitor screen or back faces window	_____ Adjustable window coverings, preferably vertical blinds _____ Re-position monitor so its side faces windows	_____ Cover windows with file folders
<b>15. Breaks</b>	_____ Insufficient breaks	_____ Non-computer work for 15 minutes after each hour of computer work _____ five minute breaks to stretch and relax every hour _____ Information on stretching exercise	
<b>14. Storage</b>	<ul style="list-style-type: none"> <li>▪ Materials stored in boxes in the office area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dedicated storage closets/areas with shelves</li> </ul>	<ul style="list-style-type: none"> <li>▪ Air tight containers for storage stacked</li> </ul>

			away from traffic areas
<b>15. Collating</b>	<ul style="list-style-type: none"> <li>▪ Low tables or surfaces for collating (bending over to collate)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adjustable tables/surfaces – raised to a waist height</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit whenever possible while collating</li> </ul>
<b>16. Air Quality</b>	<ul style="list-style-type: none"> <li>▪ Too hot</li> <li>▪ Stuffy</li> <li>▪ Drafts</li> <li>▪ Too cold</li> <li>▪ Odor</li> <li>▪ damp</li> </ul>	<ul style="list-style-type: none"> <li>▪ 68-76 degrees</li> <li>▪ 30-60% relative humidity</li> <li>▪ adequate fresh air, no draft/odor</li> </ul>	<ul style="list-style-type: none"> <li>▪ portable fan</li> <li>▪ space heater</li> <li>▪ window air conditioner</li> <li>▪ portable dehumidifier</li> </ul>