

PURPOSE

The University of California (UC) establishes criteria for equipment, furniture and accessories purchased for use at UC. Requirements are based on national ergonomics and safety standards, current research and best practices per the UC Ergonomics Work Group and are specifically designed to preserve human, environmental, and capital resources at UC.

The requirements listed below are for purchases of **work surfaces** for use in environments where computer and multi-tasking work is performed.

The goal of these criteria is to provide work surfaces inclusive of the needs of 90% of the UC population. The remaining 10%, including petite, tall or large-framed individuals, may require equipment with size or range adjustments that are outside the parameters covered in these criteria.

UC-wide and UC site-specific requirements

These requirements are for UC system wide use. Refer to your local UC Ergonomics Program for a site-specific version of this checklist and for assistance with applying these requirements.

EVALUATION PROCESS

Preferred and minimum criteria are provided for each work surface feature. Work surfaces must meet *at least the minimum requirements* for each feature in order to qualify for basic approval for use at UC. Work surfaces that meet preferred and value-added criteria provide better value and score higher. Local UC Ergonomics Programs can establish site-specific criteria.

INSTRUCTIONS

Two checklists are included below for two different types of work surfaces.

1. Mixed-use workstations (*computer, paperwork and phone use*) – Checklist A
2. Computer workstations (*computer use only*) – Checklist B

Refer to the appropriate checklist for the type of work surface being purchased. If the tasks to be performed at the work surface being considered are unknown, mixed-use workstation requirements (Checklist A) apply as the default.

Complete all sections for each work surface using the appropriate checklist.

WORK SURFACE REQUIREMENTS – CHECKLISTS A & B

1) Mixed-use Workstations (*computer, paperwork and phone use*) – Checklist A

<input type="checkbox"/>	<p>Work surface height - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: <ul style="list-style-type: none"> <input type="checkbox"/> Entire work surface is user height adjustable (not keyboard tray) from 22-48 inches (+/- 0.7 inch) or more <input type="checkbox"/> Entire work surface is user or installer height adjustable; recommended adjustability range is between 22-30 inches (+/- 0.7 inch) or more <input type="checkbox"/> Minimum: 28.5 inches if not adjustable
<input type="checkbox"/>	Minimum: Width of top surface - at least 60 inches of usable desk surface
<input type="checkbox"/>	Minimum: Depth of top surface - at least 30 inches deep to allow for safe placement of computer equipment on the computer workstation; at least 24 inches deep for non-computer work surfaces
<input type="checkbox"/>	Minimum: Width underneath work surface - 41 inches wide/unobstructed legroom
<input type="checkbox"/>	<p>Depth underneath work surface - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: 22 inches at the level of the knee and 23.6 inches or greater at the level of the feet <input type="checkbox"/> Minimum: 17.3 inches at the level of the knee and 23.6 inches at the level of the feet
<input type="checkbox"/>	Minimum: Thickness - no greater than 1.5 inches
<input type="checkbox"/>	Minimum: Finish - matte finish
<input type="checkbox"/>	Minimum: Edges - rounded front edges with 3mm radii; no sharp corners, cut-outs or edges
<input type="checkbox"/>	Minimum: Stability - structurally rigid and stable. Work surfaces and bases meet ANSI/BIFMA X5.5 2008 requirements
<input type="checkbox"/>	Minimum: Weight capacity - freestanding work surface has a functional load capacity of at least 200 pounds
<input type="checkbox"/>	<p>Minimum: Adjustment controls:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If user-adjustable, adjustment controls are easy to reach and operate from normal working postures and do not interfere with users' work positions. Placed and designed to prevent inadvertent movement or operation of surface <input type="checkbox"/> If installer height-adjustable, adjustment controls do not interfere with users' work positions
<input type="checkbox"/>	<p>Storage underneath work surfaces - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: Does not impede work surface height adjustability between 22-30 inches (+/- 0.7 inch) for seated, 22-48 inches (+/- 0.7 inch) for sit-to-stand adjustability. Storage is mobile or removable <input type="checkbox"/> Minimum: Maximum height of 27.0 inches for stationary height work surface of 28.5 inches. Storage is mobile or removable
<input type="checkbox"/>	Minimum: Storage above computer work surfaces – does not impede monitor placement; adjustable and/or easily removable to accommodate monitor heights while sitting or standing
<input type="checkbox"/>	Minimum: Usage instructions are readily available and provided to end user
<input type="checkbox"/>	Minimum: Label on work surface with manufacturer name, product name, model number, manufacturer/vendor contact information and other information necessary to allow for service and warranty

2. Computer Workstations (*computer use only*) – Checklist B

<input type="checkbox"/>	<p>Work surface height - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: <ul style="list-style-type: none"> <input type="checkbox"/> Entire work surface (not keyboard tray) is user or installer height-adjustable from 22 – 48 inches (+/- 0.7 inch) or greater from the floor to the top of the work surface <input type="checkbox"/> Entire work surface is user or installer height adjustable; recommended adjustability range is between 22-30 inches (+/- 0.7 inch) or more <input type="checkbox"/> Minimum: 28.5 inches if not adjustable
<input type="checkbox"/>	Minimum: Width of top surface - 46 inches or greater
<input type="checkbox"/>	<p>Width underneath work surface - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: 30 inches wide or greater for ADA (functional requirements of the task will most likely dictate a larger width) <input type="checkbox"/> Minimum: 20.5 inches wide or greater (functional requirements of the task will most likely dictate a larger width)
<input type="checkbox"/>	Minimum: Depth of top surface - at least 30 inches deep to allow for safe placement of computer equipment on the computer workstation
<input type="checkbox"/>	<p>Depth underneath work surface - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: 22 inches or greater at the level of the knee and 23.6 inches or greater at level of the feet <input type="checkbox"/> Minimum: 17.3 inches at the level of the knee and 23.6 inches at level of the feet
<input type="checkbox"/>	Minimum: Thickness - no greater than 1.5 inches
<input type="checkbox"/>	Minimum: Finish - matte finish
<input type="checkbox"/>	Minimum: Edges - rounded front edges with 3mm radii; no sharp corners, cut-outs, or edges
<input type="checkbox"/>	Minimum: Stability - structurally rigid and stable. Work surfaces and bases meet ANSI/BIFMA X5.5 2008 requirements
<input type="checkbox"/>	Minimum: Weight capacity – work surface has a functional load capacity of at least 200 pounds
<input type="checkbox"/>	<p>Minimum: Adjustment controls:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If user-adjustable, adjustment controls are easy to reach and operate from normal working postures and do not interfere with users' work positions. Placed and designed to prevent inadvertent movement or operation of surface <input type="checkbox"/> If installer height-adjustable, adjustment controls do not interfere with users' work positions
<input type="checkbox"/>	<p>Storage underneath work surfaces - <i>one of the following must be checked:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred: Does not impede work surface height adjustability between 22-30 inches (+/- 0.7 inch) for seated, 22-48 inches (+/- 0.7 inch) for sit-to-stand adjustability. Storage is mobile or removable <input type="checkbox"/> Minimum: Maximum height of 27.0 inches for stationary height work surface. Storage is mobile or removable
<input type="checkbox"/>	Minimum: Storage above computer work surfaces - does not impede monitor placement; adjustable and/or easily removable to accommodate monitor heights while sitting or standing
<input type="checkbox"/>	Minimum: Usage instructions readily available and provided to end user
<input type="checkbox"/>	Minimum: Label on work surface with manufacturer name, product name, model number, manufacturer/vendor contact information and other information necessary to allow for service and warranty