

CHECKLIST: Worksheet A

WORKSTATION** - Desk	Option 1			Option 2			Option 3			Comments
	YES	NO	d/n	YES	NO	d/n	YES	NO	d/n	
Ergonomic Requirements	<input type="checkbox"/>									
Is the work surface is stable? No wobbling desks!	<input type="checkbox"/>									
Can the computer monitor and keyboard be centered in front of the user?	<input type="checkbox"/>									
Can a negative-tilt keyboard tray be attached below the desktop?	<input type="checkbox"/>									
Can the mouse be positioned close to the side of the user's body so that elbow angle is between 90-110 degrees? <i>(Is there ample workspace close to the user to place the mouse? Can the mouse tray be raised and lowered?)</i>	<input type="checkbox"/>									
Can a document holder be positioned close to the computer screen?	<input type="checkbox"/>									



WORKSTATION** - Desk Functional Requirements	Option 1			Option 2			Option 3			Comments
	YES	NO	d/n	YES	NO	d/n	YES	NO	d/n	
Can each workstation accommodate 19" monitors? <i>(Monitors measure 20" x 20", and weigh approximately 25 pounds)</i>				<input type="checkbox"/>			<input type="checkbox"/>			
Is the workstation ADA compliant? <i>(The work surface must be 32" above the floor.)</i>				<input type="checkbox"/>			<input type="checkbox"/>			
Does each workstation have ample work area for users? <i>(36" W x 32" D)</i>				<input type="checkbox"/>			<input type="checkbox"/>			
Does each workstation accommodate cables in a safe manner?				<input type="checkbox"/>			<input type="checkbox"/>			
Can the computers be covered so that food and drinks are not spilled on them?				<input type="checkbox"/>			<input type="checkbox"/>			
Can the computer monitors and CPUs be locked to workstation?				<input type="checkbox"/>			<input type="checkbox"/>			
Can the keyboard and mouse be "put-away" when not in use?				<input type="checkbox"/>			<input type="checkbox"/>			
Is the desk durable? <i>(Can it withstand multiple users for an extended amount of time.)</i>				<input type="checkbox"/>			<input type="checkbox"/>			
Is there enough space for the monitor to move up and down? <i>(18-34" above table).</i>				<input type="checkbox"/>			<input type="checkbox"/>			
Can users see the large instructional screen while working at their personal computer without rotating their neck more than 90 degrees? <i>(Desk height should not block user's view of screen)</i>				<input type="checkbox"/>			<input type="checkbox"/>			
* d/n = (don't know) - not enough information to assess this requirement ** The desk height, chair height, keyboard tray, and footrest must work together to fit the user's body dimensions.										



CHECKLIST: Worksheet B

WORKSTATION - Layout	Option 1			Option 2			Option 3			Comments
	YES	NO	n/a	YES	NO	n/a	YES	NO	n/a	
Space Requirements	<input type="checkbox"/>									
In addition to the workstations, can two 4x4 tables fit in the room?	<input type="checkbox"/>									
Is the room configuration flexible to allow for groups meetings of 3 to 10 people?	<input type="checkbox"/>									
In addition to the workstations and tables, is there space for two scanners? (20"W x 20"D x 30"H)	<input type="checkbox"/>									
In addition to the workstations, tables and scanners, is there is space for two printers?(Separate tables that can accommodate a printer 20"W x 20"D x 30"H).	<input type="checkbox"/>									
Is there storage space for one server?	<input type="checkbox"/>									
Is there ample space for a person in a wheelchair to navigate the room? (A 5-foot turning radius is necessary at the workstation and access to the workstation within the room must have a minimum 36"W aisle)	<input type="checkbox"/>									
Can users see the large instructional screen while working at their personal computer without rotating neck 90 degrees or more? (Users should be able to view screen from their workstation.)	<input type="checkbox"/>									



WORKSTATION - Chair	Option 1			Option 2			Option 3			Comments
	YES	NO	d/n	YES	NO	d/n	YES	NO	d/n	
Chair offers good back support and allows users to sit back in it.										
The chair's height is adjustable. <i>(The seat-to-foot ratio varies from 9-19 inches from floor, therefore the chair must be adjustable and a footrest must be present to meet this requirement.)</i>										
Does the chair promote angles between 90-120 degrees in knees? <i>(Can people's feet reach the ground or footrest?)</i>										
Does the top of the computer monitor rise 2-3 inches above eye level of all users? <i>(Eye level of user will vary between 18-35 inches above desk top; therefore to meet this principal the monitor and chair height must be adjustable.)</i>										
If the chair has wheels, it must have five or more casters.										
The chair back is adjustable										