WORKSURFACE CHECKLIST (ANSI/HFES 100 - 2007)		
Item	**REQUIREMENTS**	**Yes/No**
Controls	Shall not intrude into the leg and foot clearance spaces when not in use	
	Shall not interfere with users' typical work activities	
Adjustable surfaces	Shall use a fail-safe mechanism to prevent inadvertent movement	
	Shall use a control locking mechanism to prevent inadvertent operation	
Pinch points	Shall be avoided by means of design or guarding	
Leg and Foot Clearance	Shall provide adequate leg and foot clearance in the chosen reference posture or postures	
Input Device Location	Shall adjust in height, or a combination of height and tilt, to allow placement of the input device within the recommended space	
Seated & Standing work	Shall provide adequate leg and foot clearance	
	Shall provide adequate space for multiple input devices (e.g., keyboard and mouse)	
Sit/stand work	Shall accommodate at least one of the three seated reference postures in addition to the standing reference posture	
Monitor Support Surface	Shall allow users to adjust the line-of-sight (viewing) distance between their eye point and the front (first) surface of the viewable display area	
	Shall allow users to adjust the tilt and rotation angle between their eye point and the front (first) surface of the viewable display area	
Workstation Adjustments	Shall not interfere with users' work activities or pose hazards during use	
Finish of Furniture and Accessories	Shall have radii of at least 3 mm	
Operator Clearances	Shall accommodate at least two of the three seated reference working postures (declined, upright or reclined)	
	Shall be:	
	52 cm (20.5 in.) wide	
	44 cm (17.3 in.) deep at the level of the knee	
	60 cm (23.6 in.) deep at the level of the foot	
	Adjustable between 50 and 72 cm (19.7 and 28.3 in.) in height at the edge of the work surface closest to the operator	
	Adjustable between 50 and 64 cm (19.7 and 25.2 in.) in height at the horizontal position of the knee	
	At least 10 cm (3.9 in.) in height at the position of the foot	
Monitor Support Surface/Device	Manufacturer shall specify the size and weight of monitor that can be accommodated by the support surface because monitor support surfaces may not be compatible with certain-sized monitors	
	Manufacturer shall specify the range of adjustment if the support surface is adjustable	
Input-Device Support Surface	Shall adjust in height, or a combination of height and tilt	
	Manufacturer shall provide information regarding the range of height adjustment	
	Manufacturer shall provide information regarding the regarding tilt adjustments	
Sit/Stand Working Postures: height adjustable surface	Shall adjust in height between 56 cm and 118 cm (22 and 46.5 in.) as measured from the floor to the surface at the front edge of the support.	
	Shall comply with the clearance requirements specified when used in the seated position	
Sit/Stand Working Postures: height and tilt adjustable surface	Shall accommodate seated workers by adjusting in height in some portion of the range between 56 cm and 72 cm (22 and 28.3 in.) as measured from the floor to the surface at the front edge of the support	
	Shall accommodate standing workers by providing additional height adjustability (greater than 72 cm [28.3 in.]) when combined with tilt as described in the equation (A + sin (B) x C = input device height)	
	Shall adjust in tilt in some portion of the range between +20 and –45 degrees, to include 0	
	Shall comply with the clearance requirements specified in Section 8.3.2.1 when used in the seated position	

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Item	**RECOMMENDATIONS**	**Yes/No**
Device cabling	Should be placed to avoid interference with the operation of workstation components	
	Should be placed to avoid creating hazards for people or equipment in the workstation	
Leg and Foot Clearance	Should not hinder the foot, leg, or knee in alternative or auxiliary (non-VDT) work positions	
Horizontal Work Envelope	Should accommodate the user postural design criteria:	
	elbow angles between 70 and 135 degrees	
	shoulder abduction angles less than 20 degrees	
	shoulder flexion angles less than 25 degrees	
	wrist flexion angles less than 30 degrees	
	wrist extension angles less than 30 degrees	
	torso-to-thigh angles equal to or greater than 90 degrees	
	Should be at least 70 cm (27.6 in.) wide	
	Should locate the most commonly used objects in the primary work zone	
Monitor Support Surface	Should allow users with normal visual capabilities to adjust the line-of-sight (viewing) distance between their eyes and the front (first) surface of the viewable display area within the range of 50 to 100 cm (19.7 to 39.4 in.)	
Workstation Adjustments	Should be usable by users while in the relevant reference postures	
Finish of Furniture and Accessories	Secondary user contact edges should have radii of at least 2 mm	
Surface Gloss	Should have a matte finish that provides a specular reflectance of no more than 45 gloss units at an angle of 60 degrees as measured with instruments and procedures that conform to ASTM D523-89 (1999), Standard Test Method for Specular Gloss (American Society for Testing and Materials, 1999).	
Work surface	Should be at least 70 cm (27.6 in.) wide	
	Depth should allow a viewing distance of at least 50 cm (19.7 in.)	
	Depth should allow positioning of the monitor so that the angle between the horizontal level of the eyes and the center of the screen ranges between 15 and 25 degrees	
	Depth should allow positioning of the entire viewing area (e.g., including the keyboard) in an arc 60 degrees below horizontal eye level	
Monitor Support Surface/Device	Should be designed so as to allow placement of the viewing area of the screen at a minimum viewing distance of 50 cm (19.7 in.)	
	Should be designed so as to allow placement of the monitor's viewing area below the user's horizontal eye height	
	Should be stable during use	
	Should not interfere with the user's ability to adjust the height, tilt, and rotation of the monitor	
Input-Device Support Surface	Should adjust fore and aft in the horizontal plane	
	Should adjust in side-to-side placement within the optimal area for input devices	
	Should tilt	