

**COMPUTER/VDT COMFORT CHECKLIST**

**COLLEGE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATED BY:** \_\_\_\_\_

**CHAIR**

**1. Adjustable Chair with:**

Support for low back? (convex 1-2") YES NO

Adjustable seat angle? (8 degrees back, 5 forward) YES NO

Rounded edges on seat?  
(seat width = 18.2";depth =15-17" min) YES NO

Arm rest? (min distance between 18.2") YES NO  
Leg clearance (h= 24";w= 20" min)

Is chair stable? (5 legs & casters) YES NO

**2. Height of Chair:**

Knees even with hips, or a little lower than  
hips? (16"-20.5 ") YES NO

Is seat easily adjusted? YES NO

Do feet reach the floor? YES NO

Is a footrest needed? YES NO

**3. Back Rest:**

Backrest placed at waistline to support low  
back? (16"-20" min 13") YES NO

**WORK SURFACES**

**KEYBOARD**

**1. Position of Keyboard: (23"-28")**

YES NO

Elbows bent at 90 ?

YES NO

Wr

**Muscle relaxing exercises?**

YES NO

Eyes

YES NO

Head

YES NO

Arms & shoulders

YES NO

Wrists

YES NO

**COMMENTS**

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**FOLLOW UP BY:**

**DATE:** \_\_\_\_\_