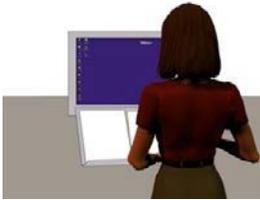


Telecommuting/Laptop Ergonomics Checklist

A: Chair	Were You Able to Make This Adjustment?	If Response is No, Please Explain
<p>1. <u>Chair height</u>: Adjust the chair height so you are sitting with the feet flat on the floor and your knees at or slightly below your hip height.</p> <p>Note: If the chair height is not adjustable and is:</p> <ul style="list-style-type: none"> • Too high, such that the feet cannot be placed flat on the floor, try using a footrest. • Too low, try using a pillow or seat cushion to sit on. 	 <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Adjustable</p>	
<p>2. <u>Chair backrest</u>: Sit back in the chair. Adjust the chair backrest so it supports your lower back area at or around your beltline.</p> <ul style="list-style-type: none"> • If the backrest is not adjustable or additional support is needed, place a small cushion or rolled towel behind the lower back. 	 <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Adjustable</p>	
<p>3. <u>Seat pan depth</u>: Sit back in the chair. Adjust the seat cushion so there are 3 fingers width of space between the edge of the seat and the back of the knees. If the seat pan depth is not adjustable and the seat is:</p> <ul style="list-style-type: none"> • Too long, try placing a pillow/cushion behind your back • Too short, use another chair with a longer seat, if available. 	 <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Adjustable</p>	
<p>4. <u>Armrests</u>: Adjust the armrests so that they gently support your elbows, taking the weight of your arms off your shoulders. Try to keep your elbows comfortably close to your body at shoulder width.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not Adjustable</p>	

B: Keyboard/Mouse	Were You Able to Make This Adjustment?	If Response is No, Please Explain
<p>1. Is a separate keyboard and mouse available for use?</p> <ul style="list-style-type: none"> • If yes, complete items 2-4 below. • If no, indicate laptop use in the response column (at right) and proceed to next section (C). 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>2. <u>Keyboard and Mouse</u>: These items should be on a flat surface at your working elbow height. Your elbows should be held close to your sides at shoulder width apart and bent at around 90 degrees.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>3. <u>Keyboard Placement</u>: Place your keyboard inline, directly in front of you with your wrists held straight without any bend to the side or up/down.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>4. <u>Mouse Placement</u>: Place your mouse as close as possible to the keyboard.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	



C: Monitor:	Were You Able to Make This Adjustment?	If Response is No, Please Explain
<p>1. Do you use separate monitor other than your laptop?</p> <ul style="list-style-type: none"> • If yes, complete items 2-5 below. • If no, indicate laptop use in response column (right) and complete items 3-5. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>2. <u>Monitor Height</u>: Adjust the height of your monitor so the top of the screen is at or slightly below eye height. <i>(Guideline: Imagine a person sitting facing you, directly behind your monitor. At the ideal height, you should be able to see their eyes without the monitor blocking them).</i></p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>3. <u>Monitor Distance</u>: Adjust the monitor screen as far away from you as possible as long as you can read the font or see the images on your screen comfortably without craning your neck or leaning forward.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>4. <u>Monitor Position</u>: Adjust your monitor/laptop so it is directly in front of you. If using dual monitors, place your primary (most frequently used) monitor directly in front of you and slightly angle your second monitor/laptop beside it at the same height. If using both equally (with separate keyboard and mouse), center them close together slightly angled towards you.</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	
<p>5. <u>Avoiding Glare and Reflection</u>: Place the monitor/laptop away from and perpendicular to windows or bright light sources to avoid glare and reflection. Do not place monitors in front of windows or facing windows behind you.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	

D: Miscellaneous	Were You Able to Make This Adjustment?	If Response is No, Please Explain
1. Place frequently used items (phone, calculator, reference books) easily within arm's reach.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Adjustable	

*Adapted from the NREL ES and H Ergonomic Workstation Evaluation Checklist