APPENDIX F

Purchasing New Furniture and Accessories

- Choose furniture and chairs that will adjust sufficiently to fit all of the employees who will be using them. Plan ahead to anticipate changes in tasks and employee needs.
- Contact UR Purchasing Department for advice on the ergonomic features of products you are interested in, for price information, and vendor referrals.
- Involve all potential users in the selection process by having people try out products and provide feedback on the equipment before purchasing decisions are made.
- Have a product representative provide training on the features and proper use of the product.

Look for these features when shopping for chairs and furniture:

**Chairs**

- Pneumatic seat pan height adjust
- Backrest height adjustable
- Backrest angle and lock
- Adequate lumbar support
- Forward tilt/seat angle adjust
- Swivel with five star base
- Padded armrests with adjustable height and width
- Waterfall front edge on seat pan.

**Table and Desk**

Adjustable work surface

- Adequate dimension
- Work surface edges and corners are smooth, without sharp edges
- Adequate leg clearance and space
- Non-glare finish

**Keyboard Drawer/Articulating Arm with Tray**

- Height and angle easily adjustable
- Designed to accommodate the mouse or other pointing device next to keyboard, on same level.
- Built-in soft wrist rest (not the metal lip); or enough room for an add-on wrist rest
- Make sure there will be adequate legroom once the keyboard drawer/platform is installed