

Appendix VI

Purchasing New Furniture and Accessories

Purchasing of new furniture and accessories for ergonomic needs should be done by the Department Administrator or equivalent. EH&S does not procure ergonomic equipment under normal circumstances. Follow these recommendations in procuring new furniture:

- 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.
- An ergonomic assessment with EH&S and/or completion of the self-assessment is encouraged to ensure that appropriate equipment is selected, though Departments are responsible for procurement with or without.
- Work directly with vendors in finding demo products where available. EH&S has demo ergonomic mice available.

Preferred Features of Furniture

Chairs

- Pneumatic seat pan height adjustability
- Proper seat depth (front edge to backrest)
- Backrest and neck support 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
- Casters that are appropriate for the floor on which they will be used

Table and Desk

- Adequate dimension for monitor(s) and accessories
- Work surface edges and corners are smooth, rounded, without sharp edges
- Adequate leg clearance and space under work surface
- Non-glare finish

Keyboard Drawer/Articulating Arm with Tray

- Built-in soft wrist rest (no metal lip)
- Height and angle easily adjustable
- Adequate legroom under the keyboard drawer/platform once installed
- Designed to accommodate the mouse next to keyboard and on same level

If there are specific questions about Vendors or payment, contact the Procurement Department at 275-2002 ([website](#)), or reach out to EH&S at 275-3241 or e-mail questions@safety.rochester.edu.