This document outlines the minimum and preferred criteria for task chairs. The checklist should be used to determine whether or not a task chair meets UC ergonomics requirements. These requirements apply to new task chair purchases. Requirements are based on national standards including ANSI/BIFMA and are designed to preserve human, environmental, and capital resources at UC.

INSTRUCTIONS

Each section contains a set of criteria that should be evaluated for each chair under consideration.

1. If any criteria are not met, the product is not recommended for purchase
2. Chairs that meet preferred criteria are recommended over chairs that meet minimum criteria
3. Chairs that meet the value-added recommendations are recommended over chairs that do not meet these recommendations
4. Chairs not covered by these requirements are subject to local UC Ergonomics Program approval

Note: These guidelines apply to approximately 90% of the population. Petite, tall or large-framed individuals, individuals weighing more than 275 pounds, and people with specific ergonomics needs may require equipment with size or range adjustments that are outside the parameters provided below.

Contact your local UC Ergonomics Program for assistance with applying these requirements and for additional information, including a list of task chairs that meet these requirements and for requirements for chairs used in laboratories and other environments. Refer to your local UC Ergonomics Program for a site-specific version of this checklist with additional requirements and contact information.

UC Location: This checklist applies at ____. The _____ Ergonomics Program can be reached at

### MINIMUM TASK CHAIR REQUIREMENTS

**Basic Features**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair seat swivels easily on a five-leg base with casters</td>
<td>At least 250 pounds</td>
<td>At least 275 pounds (current practice for standard chairs)</td>
</tr>
<tr>
<td>Casters are available for different floor surfaces such as carpet, hardwood, and linoleum</td>
<td>At least 250 pounds</td>
<td>At least 275 pounds (current practice for standard chairs)</td>
</tr>
<tr>
<td>Adjustment controls: Easy to adjust from the sitting position and clearly marked to indicate function</td>
<td>At least 250 pounds</td>
<td>At least 275 pounds (current practice for standard chairs)</td>
</tr>
<tr>
<td>No sharp or hard edges anywhere on the chair or controls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight capacity of chair is:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred: At least 275 pounds (current practice for standard chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum: At least 250 pounds (manufacturing industry standard; 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Five-year minimum warranty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructions on how to use chair are provided to end user</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Seat Features**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat height is adjustable at least 4.5 inches within the range of 15 - 22 inches from the floor</td>
<td>At least 15 inches</td>
<td>At least 16 inches</td>
</tr>
<tr>
<td>Seat Depth – one of the following must be checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred: Adjustable seat depth - provide up to 3 inches of forward/backward seat pan movement, range must include 16.9” seat depth</td>
<td>At least 16.9&quot;</td>
<td>At least 17&quot;</td>
</tr>
<tr>
<td>Minimum: If non-adjustable, seat should be no greater than 16.9” deep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat Pan Angle – one of the following must be checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred: Range is at least 4 degrees of user-controlled adjustability, from leaning forwards to leaning backwards 3 degrees</td>
<td>At least 4 degrees</td>
<td>At least 5 degrees</td>
</tr>
<tr>
<td>Minimum: If seat pan angle does not adjust, seat is designed with a slight backward or forward angle</td>
<td>At least 3 degrees</td>
<td>At least 4 degrees</td>
</tr>
<tr>
<td>Seat pan width is minimum of 17.7” wide</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Ergonomic Requirements for Task Chairs

#### Front edge of seat is rounded (1, pg. 87)

### Backrest Features

- **Backrest Height** – top of backrest is at least 17.7 inches above the seat (1, pg. 88)
  - **Preferred:** entire backrest and/or lumbar support adjustable from 5.9-9.8 inches above the seat (1, pg. 88)
  - **Minimum:** entire backrest and/or lumbar support is height-adjustable within the range of 5.9-9.8 inches above seat (1, pg. 88)

- **Backrest width** is at least 14.2 inches (1, pg. 88)

- **Backrest Shape** – one of the following must be checked:
  - **Preferred:** backrest should curve outward towards seated user; lumbar support depth should be user-adjustable (6, pg. 83)
  - **Minimum:** backrest is curved at the lower portion to support the lumbar area (6, pg. 83)

- **Backrest Angle** – one of the following must be checked:
  - **Preferred:** backrest angle has an adjustment of 15 degrees or more within the range of upright (90 degrees) to reclined position (120 degrees). User-adjustable headrests are necessary for chairs reclining greater than 120 degrees. (1, pg. 88)
  - **Minimum:** backrest angle can achieve a position that is upright (90°) or to the rear of upright (1, pg. 88)

- **Backrest Angle Lock** – one of the following must be checked:
  - **Preferred:** backrest can be locked into various positions and can move freely with user-adjustable resistance (2, pg. 13)
  - **Minimum:** backrest can be locked into various positions (2, pg. 13)

### Armrest Features

- **Easily attachable and removable** – one of the following must be checked:
  - **Preferred:** removable/attachable by end user (1, pg. 89)
  - **Minimum:** removable/attachable by installer (1, pg. 89)

- **Armrest Height** – one of the following must be checked:
  - **Preferred:** armrest height is adjustable from at least 6.7 to 10.6 inches above seat (1, pg. 89)
  - **Minimum:** armrest height is adjustable and adjusts within the range of 6.7 to 10.6 inches (1, pg. 89)

- **Armrest Width** – one of the following must be checked:
  - **Preferred:** at least 18.1 inches of clearance between armrests and armrests adjust in/outwards and pivot (1, pg. 89)
  - **Minimum:** at least 18.1 inches of clearance between armrests (1, pg. 89)

- **Armrest Shape:** smooth, flat, padded with no hard edges or materials (1, pg. 89)
Ergonomic Requirements for Task Chairs

Value-Added Features *(recommended, not required)*

- [ ] Chairs are delivered to campus assembled
- [ ] Instructions for warranty and maintenance are included
- [ ] Available in upholstery for both administrative, labs, and health service needs
- [ ] Samples available for Ergonomics Program review and demo in showrooms or labs
- [ ] Sizing and/or fitting services provided
- [ ] Extended warranties and service agreements included
- [ ] Speed of delivery/quick ship

**REFERENCES**

1. ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations;
2. Ergonomic requirements for office work with visual display terminals (VDTs) ISO 9241-5:1998 (E);
4. Ergonomics Guideline for VDT Furniture used in Office Work Spaces, BIFMA International, 2002;
5. ANSI/BIFMA X5.1-2002;
6. BSR/HFES 100 draft 3/2002