OFFICE ERGONOMIC EVALUATION FORM		
Name: Phone: Department: Departmental Supervisor:	Building / Room Number:Job_Title:	Date: Phone:
Average Daily PC Usage: CTD Symptoms: Follow-Up: Comments:		6+Hours Follow-Up Date:
Keep viewing distance between 16-24 inches Arms should be relaxed at you side with the upper and lower arm forming 95-9% degree angle and the ke board should have a negative slope The backrest should supply proper support to the lower lumbar region The thighs should be parallel to the floor and create a 90-degree angle with the lower leg		Top of monitor at or slightly below seated eye level The copyholder should be at the same height and distance as the monitor Keep your wrists straight and fingers flexed The mouse or trackball should be next to the keyboard and at the same height A footrest may be needed for shorter operators to assure that the feet are firmly supported
Chair Feet flat on floor? Upper legs parallel to floor? Lower back supported? Seat pan length OK?	Yes No Yes No Yes No Yes No	Recommendations Footrest Raise chair Lower chair Adjust back rest, seat pan, arm rest Evaluate other chairs Other