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| **Chair/Stool Checklist** |

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| **Company:** | Click or tap here to enter text. | **Workstation Name:** | Click or tap here to enter text. |
| **Prepared by:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Document Number:** | Click or tap here to enter text. |

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| **“NO” answer indicates need for additional investigation.** | |
| * **Required:** Determination made if a chair/stool is needed at the workstation. Refer to [*Workstation Types and Characteristics*](#_Workstation_Selection_Characteristi) for guidelines. | Select YES or NO. |
| * **Height adjustment range:** Seatpan height adjustment range matches the worksurface height.  |  |  | | --- | --- | | ***Worksurface height*** | ***Seat pan height (approximate adjustment range from floor to top surface of seat pan)*** | | 28” to 30” | 16” to 22” | | 31” to 33” | 19” to 25” | | 34” to 36” | 22” to 28” | | 37” to 42” | 25” to 35” | | Select YES or NO. |
| * **Adjustment features:** Needed adjustment features have been determined. Features typically include: * Seatpan height, tilt (including rocking tension) and depth. * Back support height and angle. * Armrest height, side-to-side and rotation (if armrests are included). * Foot ring height adjustment for stools. | Select YES or NO. |
| * **Casters:** Appropriate casters for floor surface and use. * Hard shell casters for carpeted floors. * Softer, rubberized castes for hard surface floors (concrete, tile, etc.) * Braking casters – if needed to limit chair from “scooting” away from user as they sit down. (Note: casters engage when the chair is NOT in use; in other words when the user is in the chair it WILL roll. | Select YES or NO. |
| * **Base:** Five leg base to minimize possibility of chair tipping. | Select YES or NO. |
| * **Foot rest:** Foot rest (separate from foot ring on the chair) available for foot support if feet are not on the floor once the seat pan height has been adjusted based on worksurface height. | Select YES or NO. |
| * **Chair size:** Overall chair size suitable for user body stature and size. * May require petite or large/tall chairs for some users. | Select YES or NO. |
| * **ESD and/or Clean room:** Determination made if chair/stools needs to be ESD and/or clean room certified | Select YES or NO. |
| * **Training:** User has been adequately trained in adjustment and use. * Critical point – the best chair in the world has limited value with inadequate training. | Select YES or NO. |