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| **Computer Equipment (keyboard, mouse, monitor, touch screen) 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.** | |
| * **Keyboard:** Positioned to allow for neutral body and extremity position within reach zone of user. * Seated (height adjustable keyboard support surface): range of 23” to 32” from floor. * Seated (keyboard height not adjustable): fixed height between 28 and 30” from floor. * Standing (height adjustable keyboard support surface): range of 35” to 47” from floor. * Standing (keyboard height not adjustable): fixed height between 40 and 42” from floor. | Select YES or NO. |
| * **Mouse:** Positioned to allow for neutral body and extremity position within reach zone of user. * Keyboards available with integrated mouse (roller ball or touch pad). * Range of 23” to 32” for height adjustable mouse support surface (if seated with feet on floor.) * If mouse height is not adjustable, locate it between 28 and 30” high (if seated with feet on floor.) | Select YES or NO. |
| * **Tray – Keyboard/Mouse:**  Support for keyboard/mouse positioned to allow for [neutral body](#NeutralPosture) and extremity position within [reach zone](#_Reach_Zones_(Comfort) of user. * See recommendations above for keyboard and mouse placement. | Select YES or NO. |
| * **Monitor:**  Able to be positioned by user to allow for neutral head and neck position when the monitor is viewed. | Select YES or NO. |
| * **Eyeglasses:** Impact of eyeglasses (bifocals, progressive lenses, etc.) has been taken into account. * e.g., use of bifocals where bottom part of lens is used to view the monitor can result in significant head tip up position with significant stress into neck. * Solutions include: * Lowering monitor. * Progressive lenses, bottom part of lens is for reading hard copy material, middle for monitor viewing and top for distance viewing. * Computer glasses where prescription of entire lens is set for monitor viewing * Bifocals where bottom is set for reading and top is set for monitor viewing. | Select YES or NO. |
| * [**Touch Screen**](#_Recommendations_for_Display)**:**  Positioned to allow for neutral head/neck position when viewed and within reach zone (height and distance) of the user: * If accessed when the user is standing, position fixed height touch screens so the middle of the screen is about 60” from the floor. * If accessed when seated, position fixed height touch screens so the middle of the screen is 44” from the floor. | Select YES or NO. |