



CHECKLIST for a User-Friendly Workstation	
1	✓ Top of screen at eye level; lower for bifocal wearers ✓ Screen distance at arm's length (15-32")
2	✓ Document holder adjustable to screen height
3	✓ Chair backrest provides firm lower back support ✓ Chair back and seat easily adjustable for height and tilt by user
4	✓ Keyboard height promotes relaxed arms with forearms parallel to floor
5	✓ Wrists straight (neutral) ✓ Padded, movable wrist rest, same height as keyboard home row, if needed
6	✓ Thighs parallel to floor ✓ Ample legroom under work surface
7	✓ Feet rest firmly on floor or foot rest