RESTORATIVE THERAPY & WELLNESS LLC
We restore your movement

Computer Workstation Evaluation Checklist

Name: _____ **Date:** _____

WORKING POSTURES – The workstation is designed or arranged for doing computer tasks so it allows your:		
1. **Head** and **Neck** to be upright, or in-line with the torso (not bent down/back) If "No", please refer to "Monitors, Chairs and Work Surfaces"	Y	N
2. **Head**, **Neck**, and **Trunk** to face forward (not twisted) If "No", please refer to "Monitors or Chairs"	Y	N
3. **Trunk** to be perpendicular to floor (may lean back into backrest but not forward) If "No", please refer to "Chairs or Monitors"	Y	N
4. **Shoulders** and **Upper Arms** to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward) If "No", please refer to "Chairs"	Y	N
5. **Upper Arms** and **Elbows** to be close to the body (not extended outward) If "No", please refer to "Chairs, Work Surfaces, Keyboards, and Pointers"	Y	N
6. **Forearms**, **Wrists**, and **Hands** to be straight and in-line (forearm at about 90 degrees to the upper arm) If "No", please refer to "Chairs, Keyboards, and Pointers"	Y	N
7. **Wrists** and **Hands** to be straight (not bent up/down or sideways toward the little finger) If "No", please refer to "Keyboards or Pointers"	Y	N
8. **Thighs** to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees) If "No", please refer to "Chairs or Work Surfaces"	Y	N
9. **Feet** rest flat on the floor or are supported by a stable footrest. If "No", please refer to "Chairs and Work Surfaces"	Y	N

SEATING – Consider these points when evaluating the chair:		
10. **Backrest** provides support for your lower back (lumbar area)	Y	N
11. **Seat Width** and **Depth** accommodate the specific user (seat pan not too big/small)	Y	N
12. **Seat Front** does not press against the back of your knees and lower legs (seat pan not too long)	Y	N
13. **Seat** has cushioning and is rounded with a "waterfall" front (no sharp edge)	Y	N
14. **Armrests**, if used, support both forearms while you perform computer tasks and they do not interfere with movement	Y	N
A response of "No" to any of these questions should prompt a review of chairs.		

KEYBOARD/INPUT DEVICE – Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the:		
15. **Keyboard/Input Device Platform(s)** is stable and large enough to hold a keyboard and an input device	Y	N
16. **Input Device (Mouse or Trackball)** is located right next to your keyboard so it can be operated without reaching	Y	N
17. **Input Device** is easy to activate and the shape/size fits your hand (not too big/small)	Y	N
18. **Wrists** and **Hands** do not rest on sharp or hard edges	Y	N
A response of "No" to any of these questions should prompt a review of keyboards, pointers, or wrist rests.		

Therapist Signature: _____

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Computer Workstation Evaluation Checklist (page 2)

Name: _____   **Date:** _____

MONITOR – Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the:		
19. **Top** of the screen is at or below eye level so you can read it without bending your head or neck down/back	Y	N
20. **User with Bifocals/Trifocals** can read the screen without bending the head or neck backward	Y	N
21. **Monitor Distance** allows you to read the screen without leaning your head, neck, or trunk forward or backward	Y	N
22. **Monitor Position** is directly in front of you so you don't have to twist your head or neck	Y	N
23. **Glare** (For example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen	Y	N
A response of "No" to any of these questions should prompt a review of monitors or workstation environment		

WORK AREA – Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the:		
24. **Thighs** have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped)	Y	N
25. **Legs** and **Feet** have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device	Y	N

ACCESSORIES – Check to see if the:		
26. **Document Holder**, if provided, is stable and large enough to hold documents	Y	N
27. **Document Holder**, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus when you look from the document to the screen	Y	N
28. **Wrist/Palm Rest**, if provided, is padded and free of sharp or square edges that push on your wrists	Y	N
29. **Wrist/Palm Rest**, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device	Y	N
30. **Telephone** can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time	Y	N
A response of "No" to any of these questions should prompt a review of work surfaces, document holders, wrist rests or telephones		

GENERAL		
31. **Workstation** and **Equipment** have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks	Y	N
32. **Computer Workstation, Components,** and **Accessories** are maintained in serviceable condition and function properly	Y	N
33. **Computer Tasks** are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation	Y	N
A response of "No" to any of these questions should prompt a review of chairs, work surfaces, or work processes		

Therapist Signature: _____