Seated Desk Ergonomic Comfort Self-Checklist

1. **Feet**
   - Supported and flat on the floor or a footrest.
   - YES  NO

2. **Legs**
   - Supported by the seat with 2-3” of space behind the knee, bent around 90°.
   - YES  NO

3. **Hips**
   - Slightly higher than or level with knees.
   - YES  NO

4. **Lower Back**
   - Supported by the chair in an upright position.
   - YES  NO

5. **Arms**
   - Bent about 90-100° at the elbow. Use arm rests or desk surface to rest them.
   - YES  NO

6. **Hands**
   - Wrists are straight and flat on keyboard. Mouse at same level as keyboard.
   - YES  NO

7. **Upper Back**
   - Straight back in upright position. Supported by lower back and hips.
   - YES  NO

8. **Shoulders**
   - Shoulders relaxed and hanging freely.
   - YES  NO

9. **Eyes**
   - See top third of the screen when looking straight without strain or glare.
   - YES  NO

10. **Head**
    - Look straight towards the monitor. Monitors no further than fingertip length.
    - YES  NO

Questions? Contact Natasha Rogers at nrogers@utsystem.edu
Standing Desk Ergonomic Comfort Self-Checklist

1. **Feet**
   - Supported and flat on the floor or a footrest.

2. **Knees**
   - Do not lock knees. Switch from standing to sitting approximately every 2-4 hours.

3. **Back**
   - Straight back in upright position.

4. **Arms**
   - Bent about 90-100° at the elbow. Use desk surface to rest them.

5. **Hands**
   - Wrists are straight and flat on keyboard. Mouse at same level as keyboard.

6. **Shoulders**
   - Shoulders relaxed and hanging freely.

7. **Eyes**
   - See top third of screen when looking straight without strain or glare.

8. **Head**
   - Look straight towards the monitor. Monitors no further than fingertip length.

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