

# **CHAPTER 18**

# **VDT WORKSTATION CHECKLIST**

## VDT Workstation Checklist

Working Environment	Desired Characteristics	Correction Needed	
		Yes	No
Lighting	Normal range 18 to 46 foot candlepower		
	Task or local lighting needed		
	Light sources designed to minimize glare		
	Light sources and light-colored documents should not be seen as reflections on screen		
	VDT screen can be positioned to avoid glare		
Noise	Ambient sound level not to exceed 55 dBA		
Room Temperature	Same as comfortable for office work station		
	Heat build-up in area of operator's legs under desk 6° F above room temperature		
Forced Air/AC	Forced air and air conditioner exhausts are directed away from operators		
External Contact Surfaces	Work surfaces intended to be touched not exceed 95° F		
	No touchable surface to exceed 122° F		
Viewing Distances	Minimum 12" to screen		
	Eye to keyboard when seated between 17" and 20"		
	Eye to copy reading distance 12" to 16"		
Viewing Angle	Line of sight in relation to screen should be 40° or less		
Keyboard Height and Slope	Slope should be between 0° and 25°		
	Allows user to maintain angle between upper arm and forearm of 70° and 135°		
	See "Clearances Under Work Surfaces"		
	Palm rests are optional		

## Furniture

Working Environment	Desired Characteristics	Correction Needed	
		Yes	No
Depth	Depends on individual physical characteristics		
Width	Leg clearance minimum 20", preferred 24"		
Height	Depends on individual physical characteristics		
Keyboard Support	Allows angle between upper arm and forearm between 70° and 135°		
	Independent adjustable keyboard range in height 23" minimum, 28" maximum		
Display Support Surface	Allows entire primary viewing area to be located between 0° and 60°		
Work Surface Width and Depth	Adequate for need		

## Seating

Working Environment	Desired Characteristics	Correction Needed	
		Yes	No
Seat Height	Minimum adjustment range 16" to 21"		
	Footrests provided where needed		
Seat Depth	Between 15" and 17"		
Seat Width	Minimum 18"		
Seat Pan Angle	Allowable range 60° to 100°		
Angle Seat Back to Seat Pan	At least 100°, not less than 90°		
Backrest	Mandatory center of lumbar support between L3 and L5 vertebrae		
Seat Back Width	Minimum 12"		
Arm Rests	Mandatory		