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| **ERGOSYSTEMS OFFICE ERGONOMICS TELE-ASSESSMENT INFORMATION FORM** |

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| **Welcome to ErgoSystems Office Ergonomics Tele-Assessment. Please follow these instructions to prepare for your individual office ergonomics assessment via telephone. Any questions please contact Mark Anderson, CPE, email:** **mark.anderson@ergosystemsconsulting.com**, **phone: 952-401-9296.****Step One:** Complete the **Background Information** section below.

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| **Date** | Click or tap to enter a date. | **Stature**(without shoes) |  | Inches | **Reason for Assessment** |
| **Last Name** | Click or tap here to enter text. | **Shoe Heel Height** |  | Inches | [ ]  New employee[ ]  New workstation[ ]  Medical issue[ ]  Equipment issue[ ]  Furniture issue[ ]  Other  |
| **First Name** | Click or tap here to enter text. | **Handedness** |[ ]  Right |[ ]  Left |  |
|  |  |  |[ ]  Ambidextrous |  |
| **Location** |[ ]  Work Office | **Work Hours** |[ ]  Full Time |[ ]  Part Time |  |
|  |[ ]  Home Office | **Share office**  |[ ]  Single-user |[ ]  Multi-user |  |
| **Company** (name and address) | Click or tap here to enter text. | **Vision** (select all that apply) |[ ]  No correction |[ ]  Contacts |[ ]  Bi/Trifocal |
|  |  |  |[ ]  Reading |[ ]  Distance |[ ]  Computer |
| **Comments**Insert other information as needed | Click or tap here to enter text. |

**Step Two:** Have a helper take the following illustrative pictures. **It is important you are in the pictures!****Please either attach the pictures to your email when you return the Information Form or you can insert them in the picture fields found below the illustrative pictures.**

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| Overview view of your office.  |  | Overhead view of you using your mouse. |  |
| View underneath your desk. |  | Overhead view of you using your keyboard |  |
| View from behind looking at your monitors. |  | Side view of you in your chair – various postures. |  |
| Side view of you in your chair- various postures. |  | Any other pictures you think would be helpful to understand your situation. |  |

**PICTURES (click on the icon in the picture field to insert your pictures)**

|  |  |  |  |
| --- | --- | --- | --- |
| Overview view of your office.  |  | Overhead view of you using your mouse. |  |
| View underneath your desk. |  | Overhead view of you using your keyboard |  |
| View from behind looking at your monitors. |  | Side view of you in your chair – various postures. |  |
| Side view of you in your chair- various postures. |  | Any other pictures you think would be helpful to understand your situation. |  |
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**Step Three:** Take a series of measurements- see the Measurement Key below. They are used as a reference point. Your final report may have different measurements if changes are needed. We will take the Stand measurements as needed at the time of the assessment.

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| **Recommended Specifications (inches)** |
| **Specification** | **Sit** | **Stand** | **Description** | **Key** |
| ***Seatpan height:*** |  |  | **Seatpan height**: distance from floor to seatpan (at side of seatpan) with user in chair.  | **Rec Specs.png** |
| ***Seatpan depth:*** |  | **Seatpan depth:** distance from back support to front of seatpan and allows for 1.5 to 2” of space between back of knee and front of seatpan. |
| ***Seatpan width:*** |  | **Seatpan width:** distance side-to-side of seatpan; allows for 1.5 to 2” between thigh and edge of seatpan. |
| ***Armrest height:*** |  | **Armrest height:** distance from top of armrest to floor. |
| ***Armrest width*** |  | **Armrest width:** distance between armrests measured from outside edge of each armrest. |
| ***Writing / reading desk:*** |  |  | **Worksurface height:** (writing/reading desk)is distance from floor to top surface of worksurface. |
| ***Keyboard / mouse height:*** |  |  | **Keyboard/mouse** **height:** distance from floor to top surface of platform that keyboard/mouse rest on. |
| ***Monitor height:*** |  |  | **Monitor height**: height from floor to top of monitor screen (not top of monitor bezel). |
| ***Monitor distance:*** |  | **Monitor distance:** from eye position (bridge of nose between eyes) to screen. |

**Step Four:** Send the Background Information/Pictures to Mark Anderson via email (mark.anderson@ergosystemsconsulting.com).**Step Five:** Unless already scheduled, please contact Mark Anderson via email (mark.anderson@ergosystemsconsulting.com) to schedule yourassessment. |