

# Guidelines and Ordering Procedures for Purchasing Task Chairs and Keyboard Trays for University Hospital

## Guidelines

- A. Task chairs (for computer work) should have the following features:
- Pneumatic seat height adjustment with swivel
  - Seat depth adjustability
  - Minimal ridges or contours on seat and backrest
  - Five-star base (not four-star)
  - Height adjustable backrest, independent of the seat
  - Seat and back tilt adjustment and/or rocking/lock mechanism
  - Can be easily adjusted while seated
  - Adjustable armrest height, armrest width (preferred) or no armrests
  - High density foam used in seat cushion and non-slip upholstery
  - Appropriate casters for carpet or linoleum
  - 24-hour use warranty if necessary

Chairs that offer the above features are on the *Equipment Purchasing Standards List* available at the websites for Materials Management ([http://www.upstate.edu/uha/materials/forms/equipment\\_purchasing\\_standards05.pdf](http://www.upstate.edu/uha/materials/forms/equipment_purchasing_standards05.pdf)) or Employee Health Ergonomics Program ([www.upstate.edu/health/ergonomics](http://www.upstate.edu/health/ergonomics)).

- B. Chairs on the *Equipment Purchasing Standards List* are divided into two categories:  
Category 1: Chairs deemed appropriate for the majority of employees  
Category 2: Chairs for employees with special requirements
- C. Most, if not all, of the purchase prices for the chairs will exceed the \$250 purchase requisition limit and will require the signature of your Administrator or Nursing Director on the requisition.
- D. The Ergonomics Program within the Department of Employee/Student Health (4-4567 or [ergo@upstate.edu](mailto:ergo@upstate.edu)) has samples of many of the chairs on the *Equipment Purchasing Standards List*. When considering purchasing chairs, you may visit the Employee/Student Health department to look at sample chairs there or contact the furniture stores directly to try samples in your work area. It is recommended that any chair under consideration be evaluated in the work area for at least one week before a decision to purchase is made.

## **Ordering Procedures**

### ***Category 1 Chairs:***

- A. Contact Syracuse Office Environments at 476-9091 and/or Sedgwick Business Interiors at 424-1500 to request a sample chair. Sample and evaluate the chair in your work area for at least one week. Continue to sample and evaluate chairs from the approved listing until you find the chair that suits you the best.
- B. Once you have selected a chair and chair color request a quote from the vendor.
- C. Attach the quote to a completed purchase requisition signed by your Administrator or Nursing Director and forward to Hospital Purchasing.

### ***Category 2 Chairs:***

- A. If none of the approved Category 1 chairs will fulfill the employee's needs, the employee's supervisor must contact the Ergonomics Program in Employee/Student Health at 4-4567.
- B. The employee shall sample and evaluate chairs in Category 2 following the same procedure as for Category 1 chairs.
- C. Once a chair model and fabric color is selected, request a quote from the vendor. Forward the quote, Ergonomics Program Approval Form (available here - link) and completed purchase requisition signed by the Administrator or Nursing Director to Hospital Purchasing.

## **Keyboard Trays**

Humanscale keyboard trays are on the *Equipment Purchasing Standards List*- specify width when ordering.

## **Monitor Arms**

Please contact the Ergonomics Program within the Department of Employee/Student Health (4-4567 or [ergo@upstate.edu](mailto:ergo@upstate.edu)) or Syracuse Office Environments at 476-9091 for Humanscale monitor arms.