

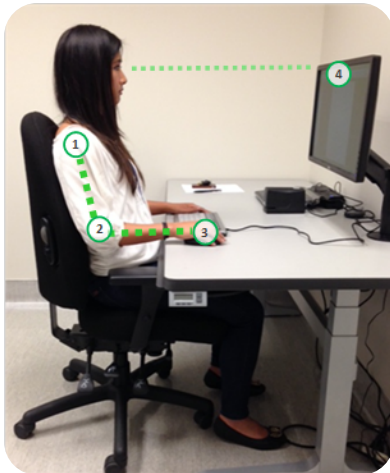
# Work Surface and Monitor Heights – Mission Hall

## Work Heights for Sitting and for Standing:

- **Position your input devices at elbow height.**
  1. Shoulders relaxed with upper arms hanging normally at the sides of your body.
  2. Elbows bent at 90 degrees or in a more open angle.
  3. Forearms in-line with wrists so that wrists are not bent up or down.
- **Adjust monitors slightly below eye height.**
  4. Head remains upright and neutral, while eyes gaze slightly downwards.
    - Bifocal or progressive lenses may require lower heights.
    - Monitor distance should allow comfortable viewing without forward leaning.

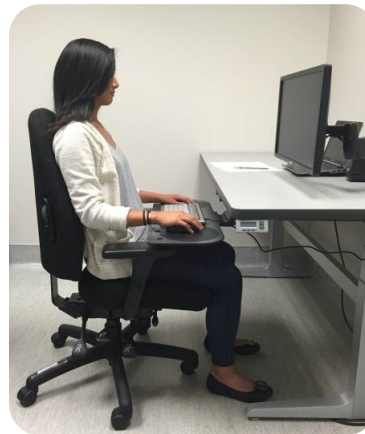
## Single or bi-level work surface options:

A. One Work Surface



*Single work surface allows input devices and all work tools to be placed on top of desk.*

B. Work Surface with Keyboard Tray



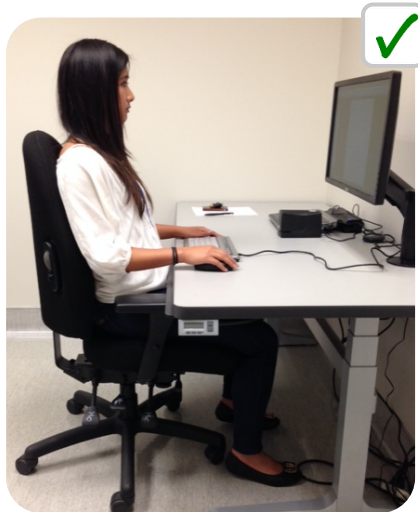
*Bi-level option: Input devices are placed on tray; all other work tools are on desk.*

*NOTE: Using the tray will increase reach to items on the desk, so this option is not recommended for those who reach frequently to the desk while using the computer. While most prefer to key on a flat surface, the tray surface can be angled if needed.*

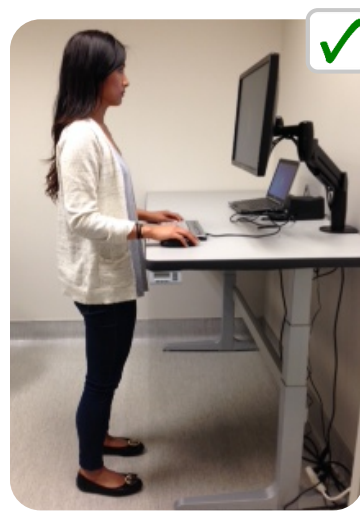
# Work Surface Too High?



Try one of these options instead:



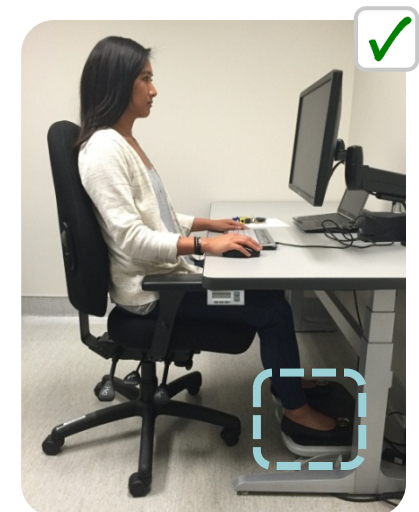
Lower height of the desk so that work is at elbow height. Adjust monitor to be slightly below eye height.



Use an electric height-adjustable desk to allow for frequent height adjustments and postural variation.



Use a keyboard tray positioned at elbow height. Not recommended for users who frequently reach for desktop items. An option for those who prefer to keep their input devices on an angled surface.

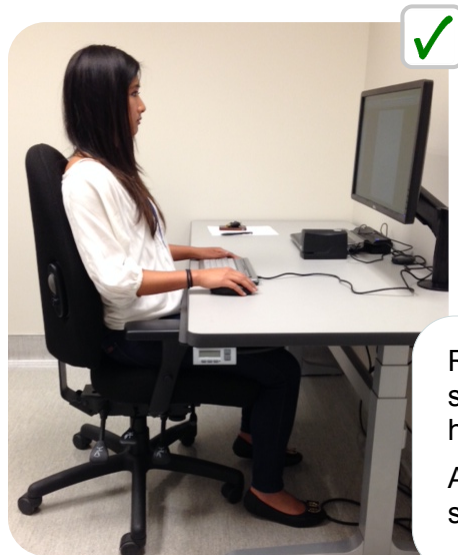


Use a footrest and raise chair & monitor. Not recommended for users who move frequently or multi-task, because footrests limit mobility.

# Work Surface Too Low?

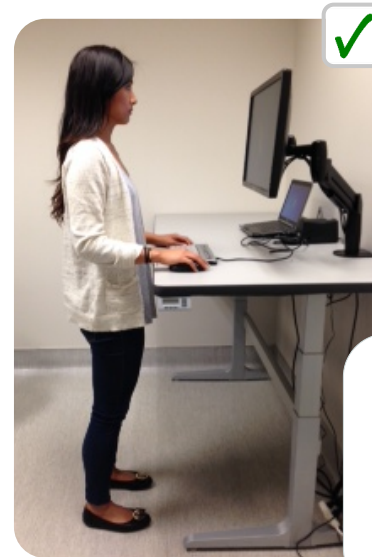


Try one of these options instead:



Raise height of the desk so that work is at elbow height.

Adjust monitor to be slightly below eye height.



Use an electric height-adjustable desk to allow for frequent height adjustments and postural variation.

## IF YOUR DESK IS TOO HIGH OR TOO LOW

- Measure your elbow height to determine which height to change your desk to.
- Contact your Move Ambassador for assistance with desk height changes.



## How to Measure Elbow Height

1. **Adjust** your chair: <http://www.omcal.com/ucsf-chairs>
2. **Sit** deep into your chair with your hips at approximately the same height as your knees, with your feet supported on the floor.
3. **Relax** your shoulders and allow your arms to hang comfortably by your sides.
4. **Bend** your elbows approximately 90 degrees or in a more open angle, while keeping your hands in line with your forearms.
5. **Measure** the distance between the floor and your elbow (*green line in photo*).
6. **Select** the closest desk height option that matches your elbow height. Desks at Mission Hall adjust in one-inch increments between 22"-34".
7. **Test** this height for comfort. A test station is available at Mission Hall. Bring any necessary items with you to allow you to perform regular work tasks at the measured height before placing a work order.

## How to Change Your Desk Height

To raise/lower your desk, contact your Move Ambassador who can help you work with the building to do this.

If you change your desk height, you may need to raise/lower your monitor in order to keep it slightly below eye height.

Find monitor risers, adjustable desks, and other equipment:

[UCSF EH&S Office Preferred Products List](#)