

10 Tips for a Perfect Office Fit

MEMIC Checklist

Name:

Date:

Evaluator:



#1

Does the chair positively support the body?

☐ Yes ☐ No



#2

Are the wrists, hands, and forearms aligned? Are the shoulders relaxed?

☐ Yes ☐ No



#3

Is the mouse kept inside the "Mouse Zone"?

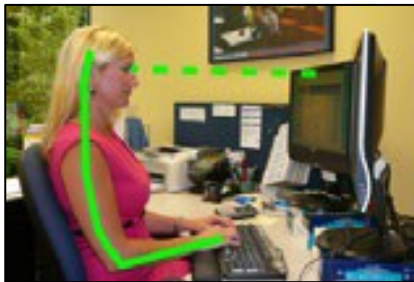
☐ Yes ☐ No



#4

Is the mouse on the same plane as the keyboard?

☐ Yes ☐ No



#5

Is the top of the screen adjusted to sitting eye height?

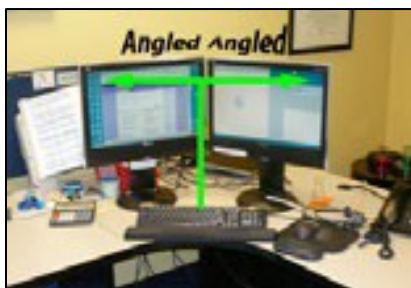
☐ Yes ☐ No



#6

Is a document holder being used?

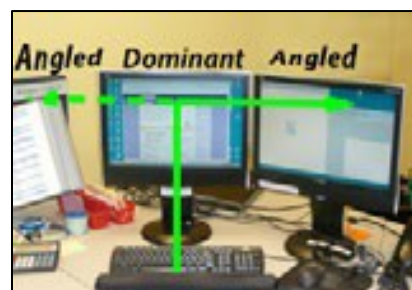
☐ Yes ☐ No



#7

If monitors are equally viewed, are the screens split and angled?

☐ Yes ☐ No



#8

If one monitor is used more than 60% of the time, is it centered?

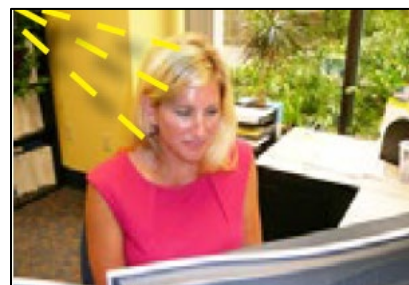
☐ Yes ☐ No



#9

Is a headset being used for the phone?

☐ Yes ☐ No



#10

Is work area free from glare? The screen should be 3X brighter than overhead lights.

☐ Yes ☐ No