





Choosing an Office Chair



Below is an outline of the key features to consider. Please note that this checklist and is meant to be used as a guideline; depending on the needs of your group, certain features may be more important to you and thus given more weight.

This guideline was developed in accordance with BIFMA guidelines, WorkSafe BC *“How to Make Your Computer Workstation Fit You”* and the ANSI-HFES 100-2007 Checklist.

It is recommended that you always **trial chairs prior to purchase**, for examples of chairs with appropriate support and adjustability features, please see [Office Chair Examples](#), p.3

Feature	Recommendations & Considerations:
<p>Seat Height</p>  <p>Courtesy of: Global Total Office</p> <p>Feet should be supported firmly on the ground/footrest</p> <p>Knees at approximately 90°</p>	<ul style="list-style-type: none"> ➤ Height Adjustable: Range: 15 to 19.9” ➤ Can the chair be ordered in different sizes, if the above range doesn’t fit everyone?
<p>Seat Depth & Width</p>  <p>Courtesy of: Global Total Office</p> <p>Seat should support full thigh without cutting into calf; i.e. 2 to 3 fingers between the edge of the chair and the calf</p>	<ul style="list-style-type: none"> ➤ Waterfall edge ➤ Preferred: Adjustable seat depth (if not adjustable must be less than 16.9”) ➤ Width: 18” (unless ordering for smaller workers) ➤ Can the chair be ordered in different sizes if the above seat depth/width doesn’t fit everyone?







Feature	Recommendations & Considerations:
<p>Lumbar Support & Backrest</p>  <p>Courtesy of: Global Total Office</p> <p>Lumbar support should fit the small of the back</p> <p>A reclined posture reduces pressure on the discs in the low back</p>	<ul style="list-style-type: none"> ➤ Backrest Height: Minimum 12.2”; WSBC recommends minimum of 17.7” ➤ Backrest or lumbar support should be height adjustable ➤ Lumbar support should be between 5.9 and 9.8” above the seat height ➤ Backrest angle: Should support upright and allow at least 15° reclined posture ➤ Should allow adjusting the angle between the backrest and seat pan to an angle of 90° or greater ➤ Dynamic recline must have tension control
<p>Armrests</p>  <p>Courtesy of: Global Total Office</p> <p>Armrests should support the elbows in 90 degrees of flexion</p>	<ul style="list-style-type: none"> ➤ Height adjustable: 6.9 to 10.8” above seat ➤ Preferred: width adjustable (if not, width between armrest should be at least 18”)-user should be able to use the armrest with less than 20° of shoulder abduction ➤ Armrests should not cause excessive pressure points or irritate the skin; i.e. no ridges ➤ Armrests should be removable if they prevent the user from getting in close to their workstation
<p>Other things to consider:</p>	<ul style="list-style-type: none"> ➤ Customizability ➤ Environment: <ul style="list-style-type: none"> ➤ Greenguard ➤ Recyclable or made from recycled product ➤ BIFMA Environmental Level ➤ ISO 14001 ➤ Warranty ➤ Delivery/Assembly ➤ Aesthetics; fit with workstation

(Information from: Design at Work (Humanscale), HFES/ANSI 100, ergoCentric and Global Total Office)



Office Chair Examples

The following chairs listed below demonstrate aspects of required adjustability features. This list is not exhaustive and is not meant as an endorsement for specific brands or products. It is recommended that you always trial chairs prior to purchase.

Chair	Vendor &/or Distributors		
<p>geoCentric by ErgoCentric</p>  <p>Option for lateral/swivel arms</p>	<p>Vendor: Jeff Somerville: 604-818-8173 jeff@ergocentric.com</p> <p>Available From:</p> <table border="1" data-bbox="623 766 1430 911"> <tr> <td data-bbox="623 766 1024 911"> <p><i>Heritage Office Furniture</i> Marcy Harrison: 604-688-2381 mharrison@heritageoffice.com</p> </td> <td data-bbox="1024 766 1430 911"> <p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p> </td> </tr> </table>	<p><i>Heritage Office Furniture</i> Marcy Harrison: 604-688-2381 mharrison@heritageoffice.com</p>	<p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p>
<p><i>Heritage Office Furniture</i> Marcy Harrison: 604-688-2381 mharrison@heritageoffice.com</p>	<p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p>		
<p>Tritek by Global</p>  <p>Pivot arms available</p>	<p>Available From:</p> <table border="1" data-bbox="623 999 1430 1108"> <tr> <td data-bbox="623 999 1024 1108"> <p><i>UBC bookstore:</i> Allen Ching: 2-6619 furniture@mail.ubc.ca</p> </td> <td data-bbox="1024 999 1430 1108"> <p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p> </td> </tr> </table>	<p><i>UBC bookstore:</i> Allen Ching: 2-6619 furniture@mail.ubc.ca</p>	<p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p>
<p><i>UBC bookstore:</i> Allen Ching: 2-6619 furniture@mail.ubc.ca</p>	<p><i>Chairlines</i> Ember Williams: 604-736-7623 ember@chairlines.com</p>		
<p>E-series Neutral Posture</p>  <p>Recommend ordering #0 armrests with a softer cap & 5 way adjustability</p>	<p>Vendor: Duncan Macpherson: 604-227-4237 Duncan@dm-sales.ca;</p> <p>Available From: <i>UBC bookstore:</i> Allen Ching: 2-6619 furniture@mail.ubc.ca</p>		
<p>Amia by Steelcase</p>  <p>pivot/adjustable armrests optional</p>	<p>Available From: <i>Heritage Office Furniture,</i> Marcy Harrison: 604-688-2381 mharrison@heritageoffice.com</p>		