

## Measure C Ergonomic Furniture Request Form

In the event voters approve Measure C on June 6, 2006, there will be some funds available to replace office furniture for employees who have old non-ergonomic furniture and/or to augment current furniture with ergonomic upgrade/s. If you would like to apply to participate in this process, please complete this form, attach your Office/Work Area Self-Evaluation Checklist, and forward it to Paula Joseph at College Services or Mary Kay Englen at Staff Development.

College Services in conjunction with the Ergonomics Committee will develop a list of criteria to prioritize the order in which furniture will be purchased and distributed. The furniture replacement process is on the back of this form.

+++++**Please Complete:**+++++

Employee Name	Division/Department	Today's Date
Phone Ext	E-mail	Office Location
Check One: <input type="checkbox"/> Faculty <input type="checkbox"/> Classified Staff <input type="checkbox"/> Supervisor <input type="checkbox"/> Dean/Manager		
Supervisor Name	Supervisor Phone	Supervisor E-mail

**Your Current Desk/Workstation is:**

- Original "prison-industry" furniture
- Old non-ergonomic desk or workstation
- An ergonomic desk/cubicle
- Other (please describe) \_\_\_\_\_

**You are filling out this form in response to:**

- I have old furniture/equipment
- I have physical discomfort
- I have a safety concern
- Other: \_\_\_\_\_

**Please check the furniture and/or equipment you are requesting:**

- Complete new faculty office furniture per standard floor plan
- New desk/computer workstation (classified/supervisors/deans and managers)
- A new ergonomic chair
- A telephone headset
- A keyboard/mouse tray
- A document holder
- A footrest
- A slant board (for reading)
- A wrist rest
- Laptop support (laptop stand, external keyboard and mouse)
- Other (please describe) \_\_\_\_\_

## **Process For Ergonomic Update Of Staff And Faculty Furniture**

5/8/06 Notify Deans, Academic Senate and Classified Senate of process to provide ergonomic update of staff and faculty furniture in anticipation of passage of Measure C.

**A.** College Services in conjunction with the Ergonomics Committee will develop a list of criteria to prioritize the order in which furniture will be purchased and distributed. One of the criteria for the first round of purchases will be to provide new furniture for any staff or faculty who have the old "prison industry" desk and furniture. 5/1/06

**B.** College Services will review office standards developed for faculty offices in 2002 to make sure they still address office needs of faculty.

**C.** Staff and faculty making a request must attend a Basic Workstation Ergonomics workshop.

**D.** Staff and faculty will be provided with an ergonomic self-evaluation at the Ergonomic Workshop. The self-evaluation is to be completed and submitted to Mary Kay Englen at Staff Development or Paula Joseph at College Services along with a furniture/equipment request form. 5/26/06.

**E.** College Services will review the self-evaluations and request forms and separate staff and faculty that need completely new office or workspace furniture from those that need changes or additional furniture to make their workspace ergonomically correct. Between May 15- June 16, staff from College Services and a space planner will work with staff/faculty that need completely new furniture to confirm their furniture requirements and make recommendations.

**F.** The Ergonomics Committee will review the self-evaluations of staff and faculty who have requested enhancements or changes to their workspaces to make them ergonomically correct and make recommendations. The Ergonomics Committee will only conduct a workspace assessment for staff or faculty who have attended the Basic Workstation Ergonomics workshop, performed the self-evaluation, and still need additional assistance in making their workspace ergonomically correct.

**G.** College Services will compile all of the recommendations and work with Purchasing to identify vendors either through existing contracts or a RFP to provide needed furniture and other ergonomic enhancements.

**H.** College Services will have the first furniture order ready for purchase 8/11/06