

How to Obtain a Height Adjustable Table

A height adjustable table or workstation is defined as a table which allows a user to adjust the height up and down to allow for proper working height (work should be at or slightly below elbow height whether sitting or standing). Height adjustable tables should not be confused with “platforms” which sit on top of an existing desk, table or workstation. An ideal height adjustable table will adjust to fit most any user and allow for quick and easy adjustment. Height adjustable tables are not only useful for alternating between sitting and standing but also allow the user to make minor height adjustments to allow for ideal working elbow height regardless of whether sitting or standing. Adjusting the work to elbow height is crucial in preventing awkward postures and the risk for injury.



Click the below links for additional information on height adjustable tables, height adjustable platforms, etc.

- [Height Adjustable Platforms](#)
- [Height Adjustable Workstation Comparison](#)

Below are various furniture vendors which may be utilized to order a height adjustable table and/or furniture. Follow the steps below to move forward with purchase. Contact the Ergonomics office for assistance.

Any vendor can build a table or workstation to meet specific needs and fit into an existing work space office, cubicle, etc. Multiple options are available and can be customized to meet a user’s needs. To move forward, simply contact a vendor representative and arrange a visit to the workspace. During the visit, the vendor representative will discuss what is desired, measure the work space, office, etc., obtain other necessary information and ensure that what is desired can be made to fit into the work space and meet user specific needs.

Height Adjustable Table Specifications

- To obtain a height adjustable table, contact any of the below vendors and:
 - Indicate that you need a height adjustable table.
 - Electric, pneumatic or counterbalance are highly recommended. Crank or other manually adjustable tables are not recommended. These tables are not quick and easy to adjust as they require too many manual movements/cranks which can increase risk for injury to the hand, arm and shoulder due to the numerous cranks required to adjust the table.
 - Indicate the dimensions of tabletop or desk needed. (i.e. 30” x 60”)
 - If you are using an existing “top” and are only purchasing “legs”, indicate this to the vendor. A vendor rep will help you through the process to ensure this is feasible.
 - See below for additional information and illustration.
 - Indicate the height adjustment control panel preference (if applicable). Programmable memory control is most ideal but is not mandatory (see picture at right)
 - Discuss any other table specifications needed (i.e. matching current table top color, leg color, etc.)
 - Indicate whether you wish to have a keyboard tray installed or the option to add a tray in the future.
 - Vendors should be able to provide a specific keyboard tray and/or specific height adjustable base/legs with an ideal support structure to allow for the fit of a keyboard tray under the table.
 - Ensure the table height adjustment range meets the below specifications. If these specifications are not met, the table should **not** be purchased and alternatives investigated which meet these specifications.
 - Ideal table height adjustment range = 22” – 50”.
 - Acceptable table height adjustment range = 24” – 48”.



All other CSU Ergonomics furniture specifications should be followed when implementing furniture and/or other equipment. These specifications can be found at the below website.

<http://rmi.prep.colostate.edu/ergonomics/officecomputer-ergonomics/furniture-specifications/>

Furniture Vendor Contact Information

The University has a strategic partnership for furniture with Herman Miller and Workplace Resource. All furniture purchases should be made through Herman Miller and Workplace Resource.

CompanyName	PhNum	Vendor Rep	Vendor Web Site	Manufacturer Web Site	Vendor #
Herman Miller - Workplace Resource	(303) 313-3304	Melanie Fulenwider	www.workplaceresource.com	www.hermanmiller.com	12429-0

Alternative Vendors


Alternative vendors may be considered in special situations. Contact the CSU Procurement office or the CSU Ergonomics Office with questions or for additional information.

Height Adjustable Table Examples

Below are **examples** of height adjustable table options. Not all potential options are shown below. Height adjustable tables or workstations can be customized to the preferred size and dimension, surface color, leg color, leg type, the ideal height adjustability range, type of adjustability, etc. Work surfaces can also be of odd or unusual shape such as a soft “corner” or of an “L” shape. These options may require 3 or more legs however will allow the table to adjust in height for both sitting or standing. See the below website for one of Herman Miller’s height adjustable table lines and just a of the potential shapes and sizes.

[Renew Sit-to-Stand Table](#)

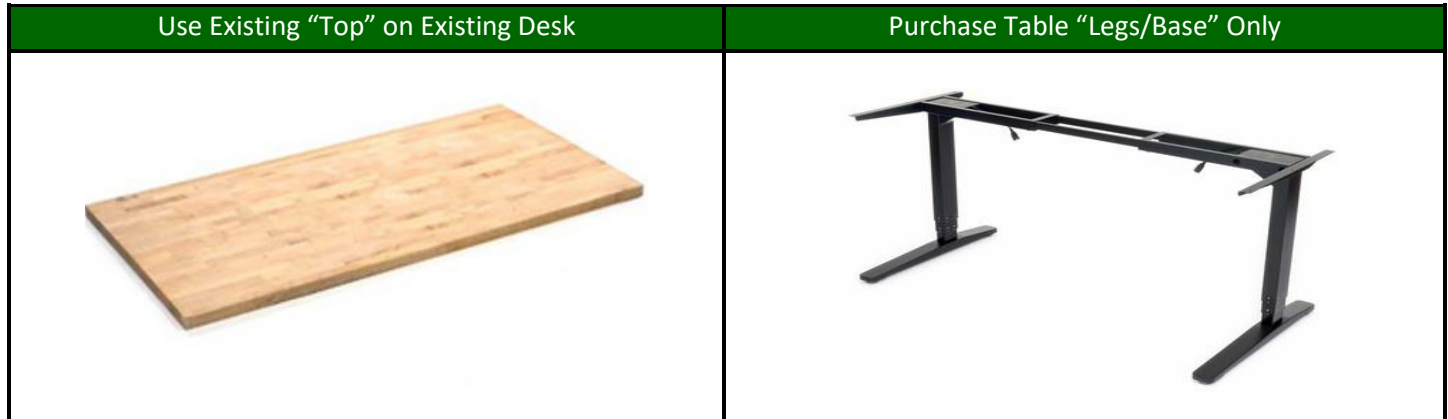
Contact the vendor representative in order to obtain assistance with customizing a table to the desired specifications and obtain a price quote including any applicable CSU discounts.

Item Description (Product ID)	Price Range	Company Info
Renew Table (Electric, Extended Legs) Product ID: Renew 	\$900---\$1700	Herman Miller - Workplace Resource (303) 571-5211 http://www.wrcolo.com
Motia Sit-to-Stand Table (Electric, Extended Legs) Product ID: Motia 	\$700---\$1500	Herman Miller - Workplace Resource (303) 571-5211 http://www.wrcolo.com

Using an Existing “Top”

In many cases, using existing pieces of a workstation can be used to convert a fixed height table into a height adjustable sit/stand table. Adding height adjustable legs to an existing “top” is often feasible and saves a few hundred dollars given only the “legs/base” are being purchased. See crude illustration below.

Contact a vendor rep to arrange a review of the current workstation, determine if the change is feasible and be provided with a quote. Any vendor can make the modification/conversion regardless of where the furniture was purchased from originally. The existing furniture vendor does not have to be used to make the conversion.



Sitting/Standing Guidelines

Although sit/stand workstation can be beneficial, movement between sitting and standing is crucial. When either posture is used for too long, significant detriments can be seen and the greatest benefit is found when alternating between postures. Additional information regarding sit/stand workstations can be found on the ergonomics webpage.

General guidelines for sitting and standing are as follows:

- Prolonged standing at the computer should be less than 1 hour at a time and less than 4 hours per day (cumulative).
- Prolonged sitting at the computer should be less than 1 hour at a time and less than 4 hours per day (cumulative).
- When standing, consider using an anti-fatigue mat. An anti-fatigue mat will help improve movement and reduce pressure on the feet and low back.
 - A chair should *never* be rolled over an anti-fatigue mat. The anti-fatigue mat should be stored away from the workstation and used only when standing.
- When standing, consider a foot rest or foot stool. Alternate placing one foot up on the foot rest/foot rail which will minimize pressure on the back.

Ergonomics & Posture Variation

These short but very useful video clips help illustrate things that should be kept in mind while working on the computer, why and how to vary your posture, issues with vision and seeing better, etc. Take a look at these very short clips to gain better awareness and understanding of computer workstation ergonomics.

- [Work Better](#)
- [Sit Better](#)
- [Move Better](#)
- [See Better](#)

Please contact the Ergonomics office for additional information and assistance.

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