HOW TO OBTAIN A HEIGHT ADJUSTABLE TABLE

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**Height Adjustable Table Defined**

A height adjustable table or workstation is defined as a table that allows a user to adjust the height of the work surface up and down. Tables should also adjust properly to allow for an ideal working height (the tabletop should be at or slightly below resting elbow height whether sitting or standing).

Height adjustable tables should not be confused with “desk-on-desks” or “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](#)
**How to Obtain a Height Adjustable Table**

There are a couple of ways to obtain a height adjustable table.

1. **Select an option from the CSU Kuali Shop Catalog**
   - Go to the CSU [Kuali Financial System (KFS)](https://aar.is.colostate.edu/) and log in with CSU credentials
   - Under the section [Purchasing/Accounts Payable](https://aar.is.colostate.edu/) click [Shop Catalog](https://aar.is.colostate.edu/)
   - Click the appropriate vendor link under [Furniture Catalogs](https://aar.is.colostate.edu/) (Herman Miller or CCI)
   - From Herman Miller/Workplace Resource, click [Tables and Desks](https://aar.is.colostate.edu/)
   - Select appropriate model
     - Models – [Renew](https://aar.is.colostate.edu/) and [Motia](https://aar.is.colostate.edu/) are recommended

   *If you cannot find a table to meet your needs on Kuali Shop Catalog, it is very likely the vendor can design one for you.*

2. **Contact the appropriate vendor rep (whether via email or phone)** ([see below table](https://aar.is.colostate.edu/)). Request assistance with adding a height adjustable table. The rep will help design a table to meet your needs and specifications.
   - Discuss additional details and specifications as outlined [below](https://aar.is.colostate.edu/)
   - See also the [height adjustable table price list](https://aar.is.colostate.edu/) from Herman Miller/Workplace Resource. Request the vendor send a final quote for a tables as listed in the price list.
Height Adjustable Table Specifications

<table>
<thead>
<tr>
<th>Height Adjustment Range</th>
<th>~22-51” (ideal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>~24-48” (acceptable)</td>
</tr>
<tr>
<td>Adjustment Type</td>
<td>Electric (ideal)</td>
</tr>
<tr>
<td></td>
<td>Counterbalance, pneumatic (acceptable)</td>
</tr>
</tbody>
</table>

If the above height adjustment range cannot be met, the table should not be purchased and alternatives investigated.

Additional Height Adjustable Table Specifications

To obtain a height adjustable table, contact any approved CSU vendor and:

- Indicate that you need a height adjustable table.
- Indicate adjustment type.
  - Electric, pneumatic or counterbalance (electric is highly recommended).
  - Crank or other manually adjustable tables are not recommended.
    - Tables with a manual crank 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”)
- Indicate whether you will retrofit an existing workstation and if you may be using an existing “top” or “work surface” and will only need to purchase the “legs/base”
  - The vendor rep will help you through process to ensure a retrofit is feasible. See below for additional information and illustration on retrofits/conversions
- Indicate the height adjustment control panel preference (if applicable).
  - Programmable memory control is most ideal but is not mandatory (see picture at right)
- Indicate 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 currently or added 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.

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/](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/Workplace Resource. All furniture purchases should made through Herman Miller/Workplace Resource.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>PhNum</th>
<th>Vendor Rep</th>
<th>Vendor Web Site</th>
<th>Manufacturer Web Site</th>
<th>Vendor #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Miller - Workplace Resource</td>
<td>(303) 656-5242</td>
<td>Melanie Fulenwider (email)</td>
<td><a href="http://www.workplaceresource.com">www.workplaceresource.com</a></td>
<td><a href="http://www.hermanmiller.com">www.hermanmiller.com</a></td>
<td>12429-0</td>
</tr>
</tbody>
</table>

Alternative Vendors
Alternative vendors may be considered in special situations. However, Workplace Resource has numerous ancillary options to select from. Contact the vendor rep for additional information. Contact the CSU Procurement office or the CSU Ergonomics Office with questions or for additional information.

Height Adjustable Table Examples
See the below website for examples of height adjustable table options (not all height adjustable table options are shown on the website). Height adjustable tables can also be seen and purchased on the CSU Kuali Shop Catalog (aar.colostate.edu)

  **Height Adjustable Table Examples/Options**
  Click the drop down menu and select 'Tables & Accessories'

  **Herman Miller Height Adjustable Table Price List**
**Customized Height Adjustable Tables**

Height adjustable tables (or workstations) can be customized to fit the preferred size and dimension, surface color, leg color, leg type, ideal height adjustability range, type of adjustability, etc. Standard sizes are shown in the price list on the website below.

**Herman Miller Height Adjustable Table Price List**

Visit the website below for one of Herman Miller’s height adjustable table lines (Renew table) and just a few of the potential shapes and sizes. Contact the vendor representative in order to obtain assistance with customizing a table to the desired specifications, size, shape and color and obtain a price quote including any applicable CSU discounts.

**Renew Sit-to-Stand Table**

**Retrofit an Existing Workstation/Desk**

In many cases, existing pieces of a workstation can be used to convert a fixed height table into a height adjustable sit/stand table. See website below for an animation of the conversion.

**Animation - Convert Existing Desk to Height Adjustable Desk**

<table>
<thead>
<tr>
<th>Use Existing “Top” on Existing Desk</th>
<th>Purchase Table “Legs/Base” Only</th>
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Contact a vendor rep to arrange a review of the current workstation, determine if the conversion is feasible, and receive a quote. Any vendor can make the modification/conversion regardless of where the furniture was originally purchased.
**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:

- Adjust from sitting to standing and vice versa regularly. Avoid extended durations of either sitting or standing.
  - Sit for 30 minutes, stand for 30 minutes, repeat.
  - Avoid static standing for greater than 1 hour (max).
- 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.

See additional information on sitting and standing, height adjustable platforms, etc. on the below website.

**Height Adjustable Workstations**

**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

**Contact Information**

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