

MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS
Measuring for Modular or Height Adjustable Furniture

Step One

Chair Adjustment

- A yardstick or tape measure is required
- Begin with the person being measured in a standing position.
- Instruct the person to bend one knee slightly and place your finger on the bend.
- Instruct the person to straighten their knee and measure from the floor to the knee bend.
- Instruct the person to sit in their chair.
- The chair should be adjusted so their hips are slightly higher than their knees and their feet are securely placed on the floor. To confirm this, measure from the floor to the top of the seat pan. The measurement should be the same as the persons standing knee bend measurement.
- The backrest should be positioned to support their lumbar spine (well below belt line) and the angle should allow for an upright position.

Step Two

Elbow Height Measurement and Arm Rest Adjustment

- A yardstick or tape measure is required.
- If the chair has arms, position them in the lowest setting, and out of the way allowing for an accurate elbow height measurement.
- Instruct the person to sit in an upright posture and relax their shoulders.
- Instruct the person to position their hands so their forearms are parallel to the floor.
- Measure from the floor to the lowest point on their elbow. **This is their seated elbow height.**
- From the lowest position slowly raise the arms of the chair until gentle support is provided for their elbows and forearms. (Do not allow their shoulders to raise upward.)

Detach Here

Detach Here

Employee Name _____

Step Three

Measurements

- * Seated elbow height _____”
- * Recommended height for keyboard and mouse surface _____”
(At seated elbow height)
- * Recommended height for reading and writing work surface _____”
(2 inches higher than seated elbow height)