

WORKSTATION SPECIFICATION TIPS

When planning the design specifications for a workstation purchase, it is important to analyze and consider these key elements:

Task considerations:

- ❑ What is the output or usage of this workstation? (Product description, material, description including size, shape & weight)
- ❑ Employee information: Number of shifts that use this workstation, number of workstation users per shift, hours of operation used daily
- ❑ Task information: Task description and work flow, specific goals to be met at each workstation?
- ❑ Is work performed seated? Standing? Both?
- ❑ Tools required: How many? Storage requirements? Air or electrical?
- ❑ Equipment used: Computer, monitor, mouse, keyboard? Test equipment? Describe size, weight, eye level, worksurface level. Equipment accessed from top? Side? Front? Back? Special electrical requirements of equipment?

Workstation Information:

- ❑ Required dimensions (L x W x H), including planned worksurface height, and upright heights (relative to ceiling clearance)
- ❑ How large is typical assembly on which work is performed? Size, shape, weight.
- ❑ ESD requirements? Cleanroom requirements?
- ❑ Height adjustability? Manual, hand crank, motorized.
- ❑ Shelving required? If so, describe purpose, size required, and preferred location.

Material Flow – both to and from workstation:

- ❑ Manually: By worker, by cart, gravity feed rack, other
- ❑ Direction of material flow – inbound and outbound

Utility Requirements

- ❑ Electrical service: Above/below worksurface, number of outlets, AMPs, etc.
- ❑ Lighting: Ambient, task, adjustability – overhead, under shelf – power source
- ❑ Other Utilities: compressed air, fume extraction, etc.

Storage Requirements

- ❑ Drawers: Quantity and size; weight capacity – tools or heavy items?; Security – locks required?
- ❑ Cabinets: Quantity and size; suspended or mobile; weight capacity; security

Facility

- Type of flooring
- Floor space limitations (doors, windows, columns)

Other considerations

- ❑ Facility: Type of flooring; floor space limitations; obstructions
- ❑ Privacy screens
- ❑ Tool trolleys, parts bin rails, location of documentation or work instructions; other above-worksurface needs
- ❑ Footrest - footrest pan
- ❑ Productivity Accessories, computer accessories