

ESA's Simple Chair Selection / Evaluation Checklist



Chair Manufacturer:		Chair Model:	
Date of Evaluation:		Name of Evaluator:	
Chair Design Element	Recommended Adjustment	Yes	No
Seat Pan Front	Is rounded and falls away from the users thighs?		
Seat Height	Can the height of the seat be easily adjusted?		
Seat Depth	Can the depth of the seat pan be easily adjusted?		
Seat Angle	Can the seat angle be adjusted independently from the back rest?		
Lumbar Support	Is the height of the lumbar support adjustable?		
	Is the amount of lumbar support adjustable?		
Backrest Angle	Can the back rest angle be adjusted independently of the seat pan?		
	Can the back rest be locked at any angle by the user?		
Headrest	If the chair reclines more than 120° is a head rest provided?		
Armrest Height	Are the armrests adjustable for height?		
Armrest Length	Are the armrests short and set back from the front edge of the seat (at least 6")?		
Armrest Width	Is the width between the armrests adjustable?		
Armrest Make-up	Are the armrests cushioned / padded (gel filled preferred)		
Backrest Angle / Chair Recline Lock	Can the user recline the chair (both seat pan and back rest at the same time)?		
	Can the user lock the chair in a reclined position?		
Tension Adjustment	Can the user adjust the tension for the chair's back tilt and/or recline?		
Chair controls	Are the chair controls labeled or marked to indicate function?		
Control Instructions	Does the chair come with clearly explained instructions for how to adjust all of the adjustable-design features?		
Chair Fabric	Is the chair fabric breathable?		
Score		# Yes:	# No:

This checklist is designed to quickly compare one model of office chair to another. Chairs that receive more 'Yes' checkmarks are more likely to have the minimum recommended adjustable design features that those with fewer 'Yes' checkmarks, suggesting that they will provide a more optimal fit to a wider range of users. However, it is important to remember that no chair should be purchased without first allowing the prospective users to trial the chair at their workstation.

This checklist is not intended to be used to determine if a chair's dimensions / adjustment ranges are within the recommended guidelines. For more information regarding recommended dimensions / adjustment ranges please see *ESA's Guideline for Selecting Chairs*.