



## Baylor University Office Chair Recommendations

*Department of Environmental Health & Safety*



The Baylor University Department of Environmental Health & Safety has established the below recommendations for the purchase of any new office chair. These specifications are intended to address the needs of most employees. Employees that have difficulty finding a comfortable chair due to their height, weight, length of arm, etc. should consult Environmental Health and Safety for more information.

- a. Any chair must meet or exceed ANSI/BIFMA (X5.1 - 2011) Standards.
- b. The chair must have a five point base that measures a minimum of 23" across with castors that roll across carpeted floors without pulling the carpet into the caster housing. The casters should be large enough to require a minimum of effort to move the chair, and be removable and capable of being replaced. The castors should be matched for the surface which the chair will be used (carpet or hard surfaces including carpet protectors).
- c. The seat pan must have an adjustment for forward and backward tilt angle independent of lumbar support adjustment. It must measure at least 16" deep and 18-22" wide as measured from the front of the seat pan to the rear of the pan, and from one side of the pan to the other side of the pan. The seat pan must also adjust forward at least 2". This action will move the seat pan forward away from the backrest for the prescribed distance and provide a longer seat pan reach.
- d. The forward leading edge of the seat pan must cascade to a rounded edge that has a downward sloping angle and have a concave contour for even weight distribution. The entire upper chair assembly must be able to rotate 360°.
- e. The backrest must be contoured to provide lumbar support and be adjustable for height and for angles ranging from 90° to 110°. The back support must have a vertical height adjustment span of at least three and one-half inches.
- f. Arm supports must be adjustable for both height and width. The height adjustment should be at least 2.5". Arm rests must be removable preferably without the use of tools.
- g. The chair's height adjustment must be able to adjust from 16"-21" for a standard chair. For very short or very tall employees, chairs with ranges of 19"-23" (high) or 14.5"-19" (low) should be considered.
- h. The backrest should be between 16"-22" in height as measured from the bottom of the backrest to the top of the backrest.
- i. All adjustment mechanisms must be readily operable and within easy reach of the chair user. Adjustments must be capable of being accomplished without the use of tools. It is preferred that adjustment mechanisms be provided with labels as to their function.