

ERGONOMIC SEATING EVALUATION FORM

This form helps evaluate the suitability of proposed new office chairs. You should answer each question by giving a rating out of 10, with higher scores indicating better performance. Evaluation criteria marks out of 10: ie 0/10 is unacceptable, 5/10 is average, 10/10 is excellent. This form can be used as part of your chair evaluation process and to compare the designs of different chairs.

Evaluator Name: _____ Date: _____

Chair Supplier: _____ Model _____

<i>Evaluation Criteria</i>	Marks out of 10
a. Chair adjustment	Unacceptable (0) – Average (5) – Excellent (10)
Is the chair easy to adjust?	0-1-2-3-4-5-6-7-8-9-10
Do you feel able to adjust it to suit you?	0-1-2-3-4-5-6-7-8-9-10
	a. Chair adjustment score =
b. Seat height and tilt	Unacceptable (0) – Average (5) – Excellent (10)
Can you position the seat to a comfortable working height for you?	0-1-2-3-4-5-6-7-8-9-10
Can you tilt the seat angle to the best position for your work?	0-1-2-3-4-5-6-7-8-9-10
	b. Seat height & tilt score =
c. Backrest	Unacceptable (0) – Average (5) – Excellent (10)
Does the backrest provide good support while you work?	0-1-2-3-4-5-6-7-8-9-10
Can you adjust the backrest height and angle if required?	0-1-2-3-4-5-6-7-8-9-10
Is the backrest comfortable?	0-1-2-3-4-5-6-7-8-9-10
	c. Backrest score =
d. Seat pan	Unacceptable (0) – Average (5) – Excellent (10)
Is the seat supportive?	0-1-2-3-4-5-6-7-8-9-10
Is the seat comfortable?	0-1-2-3-4-5-6-7-8-9-10
	d. Seat pan score =
e. Appearance & finish	Unacceptable (0) – Average (5) – Excellent (10)
Is the overall shape of the chair appealing?	0-1-2-3-4-5-6-7-8-9-10
Is the fabric pleasant to sit on?	0-1-2-3-4-5-6-7-8-9-10
	e. Appearance + finish score =
f. Arm rests (if supplied)	Unacceptable (0) – Average (5) – Excellent (10)
Do these provide sufficient support?	0-1-2-3-4-5-6-7-8-9-10
Are they comfortable for your shape and sitting position?	0-1-2-3-4-5-6-7-8-9-10
	f. Arm rest score =
TOTAL SCORE (A+B+C+D+E+F) =	
ANY OTHER COMMENTS?	