

# Office Director/Admin staff

## NQS 3.1.1 Fit for purpose

### NQS 3.1.2 Upkeep

		<b>Computer and equipment</b>
yes	no	Can you easily adjust the computer chair?
yes	no	Does the computer chair support your spine?
yes	no	Does the computer chair let you sit upright while typing?
yes	no	Is there a non-slip footrest which is large enough for both feet?
yes	no	Can you adjust the keyboard to minimise wrist bending?
yes	no	Is the keyboard clean and in good working order?
yes	no	Can the position of the computer screen be adjusted?
yes	no	Is the computer screen close enough so your neck is in a neutral, relaxed position?
yes	no	Are all documents displayed on the screen legible and not distorted?
yes	no	Can you adjust the brightness and contrast of the screen?
yes	no	Is the screen free of glare and reflections?
yes	no	Is the screen clean?
yes	no	Can left and right handed people easily use the mouse?
yes	no	Can you use the mouse comfortably with a relaxed grip?
yes	no	Is the mouse pad level with keyboard?
yes	no	Are your arms held close to your body and not extended when using the mouse?
		<b>Desk</b>
yes	no	Can you adjust the desk height?
yes	no	Is the desk wide enough to easily accommodate your work needs?
yes	no	Is the desktop non-reflective and in good repair?
yes	no	Can you sit with your thighs and forearms parallel to floor, keyboard at elbow height (or just above)?
yes	no	Does the desk (height) give you enough space for your legs and freedom of movement?
yes	no	Do you keep the area around your desk/workstation uncluttered for easy access?
		<b>Other equipment</b>
yes	no	Can you easily reach other items you often use like telephones?
yes	no	Is there a stepladder?
yes	no	Are filing cabinets and bookcases greater than 1 metre tall fixed to the wall / floor?
yes	no	Are the doors in good working order?
yes	no	All blinds and curtains in working order and cords inaccessible to children??
yes	no	Do all unused power sockets have safety plugs in them?
yes	no	Are electric cords and power boards always inaccessible to children?
yes	no	Are power boards used rather than double adapters?
yes	no	Do all power boards have overload protection and safety switches?
yes	no	Are the light switches easy to locate?
		<b>Practices</b>
yes	no	Do you rarely lift heavy objects?
yes	no	Do you store most things between shoulder and knee height and within half an arm's length?
yes	no	Do you put any items which need to be stored above 1.8m in a dedicated storage area?

yes	no	Do you stack paper and cardboard so it doesn't slip off a shelf?
yes	no	Do you make sure all cables and cords are concealed and don't obstruct entry/exit?
yes	no	Are light fittings adequate, clean and free of dust?
yes	no	Do you close filing cabinets after use?
yes	no	Do you make sure there's nothing on the floor that may cause falls?
		<b>Environment</b>
yes	no	Is there access to natural light?
yes	no	Are noise levels in the office appropriate (eg noise from children's play can be shut out / minimised)?
yes	no	Is the temperate and air flow adequate?
yes	no	Do you have enough room to work and move freely?

Actions required			
Date actions to be completed	.../.../..	Date actions completed	.../.../