

HOW TO OBTAIN A HEIGHT ADJUSTABLE TABLE



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Height Adjustable Table Defined

A height adjustable table (regardless of size or shape) is defined as a table which allows a user to adjust the height of the work surface. A height adjustable table should not only allow for adjustment between sitting and standing but should also adjust properly to allow for an ideal hand working height when using either position (hand working height – in this case, the keyboard and mouse height – should be at or slightly below resting elbow height). A height adjustable table should allow for these minor height adjustments and proper postures. Without necessary adjustments, adjusting to the proper hand working height cannot take place and awkward postures, which increase the risk for injury, are likely.

Height adjustable tables should not be confused with desk *convertors*, *desk-on-desk solutions* or *platforms* which sit on top of an existing desk, table, or workstation. An ideal height adjustable table will adjust to fit most any user and allow for quick and easy adjustment as mentioned above. Because most *convertors* do not allow for this, they are not often recommended. Very few *convertors* provide the same adjustment that an ergonomic height adjustable table can provide.

Click the below links for additional information on height adjustable tables, height adjustable *convertors*, etc.

- [Height Adjustable Platforms](#)
- [Height Adjustable Workstation Comparison](#)



How to Obtain a Height Adjustable Table

There are a couple of ways to obtain a height adjustable table.

1. Select an option from the CSU Kuali Shop Catalog
 - Go to the CSU [Kuali Financial System \(KFS\)](#) and log in with CSU credentials
 - (KFS can also be found at <https://aar.is.colostate.edu/>)
 - Under the section **Purchasing/Accounts Payable** click **Shop Catalog**
 - Click the appropriate vendor link under **Furniture Catalogs** (Herman Miller or CCI)
 - From Herman Miller/Workplace Resource, click **Tables and Desks**
 - Select appropriate model
 - Models – **Renew**, **Motia** and **Switchback** are recommended

If you cannot find a table to meet your needs on Kuali Shop Catalog, it is very likely the vendor can design one for you.

2. Contact the appropriate vendor rep (whether via email or phone) ([see vendor table on Pg. 5](#)). Request assistance with adding a height adjustable table. The rep will help design a table to meet your needs and specifications.
 - Discuss additional details and specifications as outlined [below](#)
 - See also the [height adjustable table price list](#) from Herman Miller/Workplace Resource
 - Request the vendor send a final quote for the desired height adjustable table

Height Adjustable Table Specifications

Height Adjustable Table Specifications	
Height Adjustment Range	<ul style="list-style-type: none">• ~22-51" (ideal)• ~24-48" (acceptable)
Adjustment Type	<ul style="list-style-type: none">• Electric (ideal)• Counterbalance, pneumatic (acceptable)

If the above height adjustment range cannot be met, the table should **not** be purchased, and alternatives should be investigated.

Additional Height Adjustable Table Specifications

To obtain a height adjustable table, contact any approved CSU vendor and:

- Indicate that you need a height adjustable table.
- Indicate adjustment type.
 - Electric, pneumatic or counterbalance (electric is highly recommended).
 - Crank or other manually adjustable tables are **not** recommended.
 - Tables with a manual crank are not quick and easy to adjust as they require too many manual movements/cranks which can increase risk for injury to the hand, arm and shoulder due to the numerous turns to the crank required to adjust the table.
- Indicate the dimensions of tabletop or desk needed. (i.e. 30" x 60").
- Indicate whether you will retrofit an existing workstation and if you may be using an existing "top" or "work surface" and will only need to purchase the "legs/base".
 - The vendor rep will help you through process to ensure a retrofit is feasible. [See below](#) for additional information and illustration on retrofits/conversions.
- Indicate the height adjustment control panel preference (if applicable). Programmable memory control is most ideal but is not mandatory (see picture at right).
- Indicate any other table specifications needed (i.e. matching current table top color, leg color, etc.).
- Indicate whether you wish to have a keyboard tray installed currently or added in the future.
 - Vendors should be able to provide a specific keyboard tray and/or specific height adjustable base/legs with an ideal support structure to allow for the fit of a keyboard tray under the table.



All other CSU Ergonomics furniture specifications should be followed when implementing furniture and/or other equipment. These specifications can be found at the below website.

<https://rmi.colostate.edu/ergonomics/officecomputer-ergonomics/furniture-specifications/>

Furniture Vendor Contact Information

The University has a strategic partnership for furniture with Herman Miller/Workplace Resource. All furniture purchases should be made through Herman Miller/Workplace Resource.

CompanyName	PhNum	Vendor Rep	Vendor Web Site	Manufacturer Web Site	Vendor #
Herman Miller - Workplace Resource	(303) 656-5242	Sabrina Silva/Sara Parker (email)	www.workplaceresource.com	www.hermanmiller.com	12429-0

Alternative Vendors

Alternative vendors may be considered in special situations. However, Workplace Resource has numerous ancillary options to select from. Contact the vendor rep for additional information and options. Contact the CSU Procurement office or the CSU Ergonomics Office with questions or for additional information.

Height Adjustable Table Examples

See the below website links for ***examples*** of height adjustable tables (not all height adjustable table options are shown on the website). Height adjustable tables can also be seen and purchased on the [CSU Quali Shop Catalog](#) (aar.colostate.edu).

[Height Adjustable Table Examples/Options](#)

Click the drop-down menu and select 'Office' then 'Tables & Accessories'

[Herman Miller Height Adjustable Table Price List](#)

Additional options below those listed are available. Contact the vendor rep for additional options

Customized Height Adjustable Tables

Height adjustable tables (or workstations) can be customized to the preferred size and dimension, surface color, leg color, leg type, the ideal height adjustability range, type of adjustability, etc. Standard sizes are shown in the price list on the below website.

[Herman Miller Height Adjustable Table Price List](#)

See the below website for various Herman Miller height adjustable tables. Contact the vendor representative in order to obtain assistance with customizing a table to the desired specifications, size, shape and color and obtain a price quote including any applicable CSU discounts.

[Renew Sit-to-Stand Table](#)

[Motia Sit-to-Stand Table](#)

Retrofit an Existing Workstation/Desk

In many cases, existing ‘pieces’ of a workstation can be used to convert a fixed height table into a height adjustable sit/stand table. See website below for an animation of the conversion.

[Animation - Convert Existing Desk to Height Adjustable Desk](#)



Contact a vendor rep to arrange a review of the current workstation, determine if the conversion is feasible and be provided with a quote. Any vendor can make the modification/conversion regardless of where the furniture was originally purchased from (i.e. a table purchased from CCI can be retrofitted by Workplace Resource/Herman Miller).

Sitting/Standing Guidelines

Although sit/stand workstations can be beneficial, movement between sitting and standing is crucial. When either posture is used for too long, significant detriments can be seen and the greatest benefit is found when alternating between postures. Additional information regarding sit/stand workstations can be found on the ergonomics webpage. General guidelines for sitting and standing are as follows:

- Adjust from sitting to standing and vice versa regularly. Avoid extended durations of either sitting or standing.
 - Sit for 30 minutes, stand for 30 minutes, repeat.
 - Avoid static standing for greater than 1 hour (max).
 - Avoid static standing for greater than 4 hours cumulative duration.
 - Conversely, try the [20-8-2](#) rule developed by Dr. Alan Hedge, Cornell University.
- When standing, consider using an anti-fatigue mat. An anti-fatigue mat will help improve movement and reduce pressure on the feet and low back.
 - A chair should *never* be rolled over an anti-fatigue mat. The anti-fatigue mat should be stored away from the workstation and used only when standing.
- When standing, consider a foot rest or foot stool. Alternate placing one foot up on the foot rest/foot rail which will minimize pressure on the back.
- Remember to avoid standing in static postures. Weight-shifting and other movements are beneficial.

See additional information on sitting and standing, height adjustable platforms, etc. on the below website.

[Height Adjustable Workstations](#)

Ergonomics & Posture Variation

These short but very useful video clips help illustrate things that should be kept in mind while working on the computer, why and how to vary your posture, issues with vision and seeing better, etc. Take a look at these very short clips to gain better awareness and understanding of computer workstation ergonomics.

- [Work Better](#)
- [Sit Better](#)
- [Move Better](#)
- [See Better](#)

Contact Information

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