

Selecting the Right Desk for Your Office

An office desk should be good quality, and the right size and height for your environment.

Non-Adjustable Desk

- ✓ Worksurface depth should be at least 24 inches, optimally 30 inches. If less than that, you may be too close to the monitor.
- ✓ Worksurface height should be located at about your elbow height while seated with your feet firmly on the ground or a footrest.
- ✓ Most fixed desks are too high at 29-30 inches. Keyboard trays or raising your chair (using a footrest) are acceptable solutions.



Adjustable Desk

- ✓ Look for a desk that lowers to your seated elbow height. Many adjustable desks only lower to the height of non-adjustable desks and are too high. A minimum height of 25 inches that raises to 45 inches is recommended.
- ✓ Electric units tend to be easiest to adjust, some models even allow heights to be pre-programmed.
- ✓ Worksurface depth should be at least 24 inches, optimally 30 inches. If less than that, you may be too close to the monitor.
- ✓ Worksurface height should be located at about your elbow height while seated with your feet firmly on the ground or a footrest.
- ✓ Desk converters are generally not recommended, but may work in specific situations.

