This checklist will determine what sit to stand desk modification would be ideal for you. You will need a tape measure.

1. Determine your ideal sitting work surface height
   a. Move your chair away from the desk.
   b. Adjust the seat height so that your feet are firmly on the floor and your knees and hips are at approximately a 90 degree angle.
   c. Lower your armrests completely.
   d. Bend your elbow to 90 degrees with the palm of your hand facing down.
   e. Measure from the floor to the bottom of your hand. Record this measurement here_________________

2. Determine your ideal standing work surface height
   a. Make sure your shoe height is approximately the same height as you typically wear.
   b. Stand up.
   c. Bend your elbow to 90 degrees with the palm of your hand facing down.
   d. Measure from the floor to the bottom of your hand. Record this measurement here_________________

3. Measure the height of your desk from the floor to the top. Record this measurement here_________________

4. Measure the space under the keyboard and mouse where your knees would fit if sitting. Measure the width (see picture one below) and record this measurement here_________________

5. Does your desk have a pencil drawer under where your computer sits? Yes No
6. Does your desk have an apron (see Photo 2 below) on the front of the desk? Yes No
7. Is the front of your desk where your computer sits rounded (see Photo 3 below)? Yes No
8. Is the space over the desk where you are planning to stand free of shelves and overhead bins? Yes No

![Photo 1 (from Q4)](image1.jpg) Width of space where your knees fit

![Photo 2 (from Q6)](image2.jpg) Desk apron

![Photo 3 (from Q7)](image3.jpg) Rounded front desk