Follow these steps when ordering your chair:

1. Verify on your write up that the chair box is selected.
2. Contact a Vendor of your choice and have them work with you to find the right chair for you. (EHSRM recommended vendors and the chairs they provide are listed below)
3. After receiving a quote, create a Purchase Order using EHSRM Ergonomic Chair Account # 19-8612-1450 for $200. Any cost above $200 will be paid by your department. (Two accounts should be listed on the PO)
4. Contact EHSRM at 6751 to let them know you have purchased a chair and what the PO # is.

If you have any questions regarding the ordering process please contact Gina English at 6751.

To fully support your work and allow productivity, a good chair should have the following critical features:

- **Adjustable seat height** - adjust height relative to floor - this will decrease pressure under your thighs and aid blood flow
- **Adjustable pan depth** - seat will glide forward and/or back and locks into place, allows for both taller and shorter users, reduces pressure on buttock and thighs and keeps your back in contact with backrest while avoiding pressure behind your knees
- **Adjustability in the pan angle** - reduces fatigue and pressure on thighs
- **Back height adjustability** (lumbar adjust up/down) - enhances comfort by placing lumbar support right where it is needed to alleviate back stress
- **Arms that can go up/down** - ensures armrests properly supports forearms, reducing effort in neck and shoulders
- **Arms that can go in/out** - allows arms rests to match shoulder breath and support forearms
- **Adjustable back angle** (angle between pan and back) - allows user to recline to reduce fatigue on back
- **Waterfall seat edge** - reduces pressure at the back of the knee aids in good blood flow

Please be aware that you can ask for the Vendor to drop off a demo for you to try. Nolan’s, COS, and Texas Wilson Office offer this service.

- Adjust seat height so feet are flat on the floor or footrest, with knees bent at right angles and thighs are horizontal to the floor. The majority of your weight should be on the buttocks.
- Adjust seat back so it supports the lumbar curve of the spine
- Adjust the seat pan depth so seat cushion is about 1 – 4 inches from the backs of your knees
- Adjust the seat pan tilt so hips and tops of thighs are at right angles or greater
- Adjust the armrests so they are out of the way while typing, but may provide support during other activities (phone use, meetings, kicking back)

Lumbar support is a very important feature for an ergonomic chair. The lumbar support is supposed to decrease the flattening of the lumbar spine that happens when most of us sit down. A proper lumbar support provides a gentle curve in the lower backrest of the chair which allows us to sit more comfortably for a longer period of time.

Most back problems occur in the lumbar area. Good lumbar support will help to support the lumbar spine by positioning the pelvis upright so the spine will maintain its natural curves, provide for an optimal posture and prevent the spine from sagging into a hump-backed (slouched) shape.

When the upper body (between the neck and abdomen) is supported and part of the body’s weight is absorbed, the muscles which usually fulfill this task are relieved and tensions are diminished if not prevented altogether.

Sitting is heavy duty for the human body. **Upright sitting is not a sustainable body posture. You will eventually slouch forwards.** If you are not seated properly you increase the risk of strains and cramps in your back muscles. You will also have decreased oxygen intake and suffer from weariness, loss of concentration and efficiency.
We recommend the following chairs from the vendors listed below:

Pat Whitley  
Nolan’s Office Products  
16120 College Oak, Suite 105  
San Antonio, TX 78249  
patw@nolansonline.com  
210-653-7770 – Office  
210-452-8156 – Cell

Jessica Cevallos  
DC Interiors  
20770 N Hwy 281 Suite 108  
San Antonio, TX 78258  
Jessica@dcioffice.com  
210-496-9922 – Office

Cliff Crowell  
Texas Wilson Office Furniture Services  
6812 Fairgrounds Parkway  
San Antonio, TX 78238  
210-647-2095 – Office  
www.texaswilson.com

Steve DeRosa  
CSG Computer Support Group  
PO Box 2387  
Pflugerville, TX 78691  
snderosa@csgsupplies.com  
512-833-6688 – Office

Linda Odem  
Consolidated Office Systems  
840 W. Rhapsody  
San Antonio, TX 78216  
sales1012@costx.com  
210-377-3500 – Office

Kara Kellogg  
The Human Solution  
13216 Pond Springs Rd  
Austin, TX 78729  
sales@thehumansolution.com  
800-531-3746

Global Malaga 3141-3 (MD)  
Acuity (shown), All steel #19 or National Fuel  
Ergo human ME7ERG Mesh Chair with Headrest (shown in black)  
Human scale Freedom F211AZ101 (shown in burnt orange)  
Neutral Posture 9600 series chair  
Ergo human ME7ERG Mesh Chair with Headrest