



Workstation Selection Guide

Specification Questionnaire



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- Equipment to be used with workbench:

Computers:

CPU

Monitor

CRT

LCD

Mouse

Keyboard

Test equipment (specify):

Size (L x H x D): in

Weight: lbs

Position:

Eye Level

Worksurface Level

From where is equipment accessed:

Top

Side

Front

Back

Special electrical requirements or other notes:

Workstation specifications:

Express all dimensions in inches.

- Worksurface dimensions:

Length = in

Depth = in

Height = in

Uprights:

None

Height = in

Ceiling Height = in

- How large is typical assembly on which work is performed?

Size (L x H x D): in

Weight: lbs

Shape:

- ESD requirements?

No

Yes

- Cleanroom requirements?

No

Yes

- Bench style preference:
 - Dimension 4® - Modular Workstation System
 - Pro Series - Adjustable Height, Cantelever Leg Workstations
 - Workmaster® - Pedestal and Vertical Leg Workstations
 - LAN Stations - Modular Workstations for Digital Productions
 - AirClean® - Laminar Air Flow Workbenches
 - Other
- Worksurface height adjustability:
 - Manual (tools required)
 - Hand crank
 - Motorized
- If hand crank or motorized, is it preferred that the upper structure (accessories) adjust with the surface, or remain stationary?
 - Adjust with surface
 - Remain stationary
- Shelving required.
 - Purpose:

 - ESD:
 - Yes
 - No - Size:
 - Full length
 - Half length
 - Weight capacity: lbs.
 - Length = in
 - Depth = in
- Worksurface cutouts:
 - None
 - Oval cutouts
 - With grommet
 - Quantity:
 - Round cutout
 - With grommet
 - Quantity
- Upright cutouts:
 - None
 - Oval cutouts
 - With grommet
 - Quantity:
 - Round cutout
 - With grommet
 - Quantity
- Ball transfers: (Attach pattern.)
 - None
 - Pop-up
 - Fixed

- Inlaid rollers: (Attach pattern.)
 - None
 - Yes
 - Roller length: in
- Tilt top:
 - None
 - Full
 - Section
- Rotating surface:
 - None
 - Above
 - Inlaid
- Casters:
 - None
 - Yes
- Layout and/or floorplan available? (Attach drawing.)

Material flow:

Both to and from workstation.

Check all that apply.

- Manually
 - By worker
 - By cart
 - Gravity Feed Rack
 - Other
- Material handling equipment
 - Roller Conveyor
 - Belt Conveyor
 - Wheel Conveyor
 - Ball transfer
 - Automatic guided vehicle
 - Other
- Direction of material flow
 - Inbound
 - Outbound
- Other material handling considerations

Utility Requirements:

- Lighting

- Ambient

- Task lighting

- Prismatic diffuser

- Parabolic diffuser

- DOL (Direct Overhead Lighting) diffuser

- Adjustable

- 2-tube

- 3-tube

- Overhead

- Undershelf

- Standard or High Output

- Power Source – needed at workstation? Length of cord required to reach power source _____ in

Electrical Service – type and location:

- Location:

- None

- In front beam

- On worksurface

- On shelf

- In upright

- Total number of outlets required (giving consideration to power tools, equipment and personal items such as radios or fans):

- Type:

- Standard 15-amp

- Upgraded 20-amp

- SES or PDS (applicable to Dimension 4 only) or neither

- SES

- PDS

- Neither

- Specialty connectors required (i.e.: Twist-Lock)

Other Utilities

- Vacuum hose

- Compressed air

- Location?

- At surface

- Front beam

- At tool trolley

- Other

- Ventilation

- Other (specify)

Storage requirements:

- Drawers

Quantity and size (common sizes: 3", 6", 12" e.g. 2 x 3" + 1 x 6" + 1 x 2"). Specify PN if known.

Weight capacity – tools or heavy items?

Locks required?

Yes

Keyed alike

No

- Cabinets

Quantity and size (common sizes: 12", 18", 24")

Style

Suspended

Pedestal

Overhead

Sliding door

Flipper door

Single door

Double door

Mobile cabinets?

Yes

No

Weight capacity – tools or heavy items stored?

Locks required?

Yes

Keyed alike

No

Potential interference from footrest or other structure?

No

Yes

Adequate clearance for operator between cabinets has been considered.

Rack-mounted equipment?

No

Yes

Seating:

- Material requirements
 - Cloth
 - Vinyl
 - ESD
 - Swivel
 - Ring base
 - Tilt
 - Lumbar support
 - Height adjustment
 - Basic height
 - Stool
 - Desk
 - Arms
 - Other requirements:
-

Facility:

- Type of flooring
 - Floor space limitations (doors, windows, columns)
-

Other considerations:

Check all that are desired.

Privacy screens

Yes

No

Upper structure

None

Clip style

Upright style

Shelf with risers

Tool trolley

Footrest

Tube

Footrest pan

Free standing

Parts bin rails

Documentation or work instructions

Utility ducts or troughs

Cable Management

Productivity accessories:

Swing arm (upright or upper structure required)

Document holder

Tool caddy

Parts cup rack

CRT or LCD holder

Lamp holder

Solder station

Misc. holders for bin rails:

Solder spools

 Single spool

 Double spool

Bottle holder

Kimwipe box holder

Hand-tool holder