

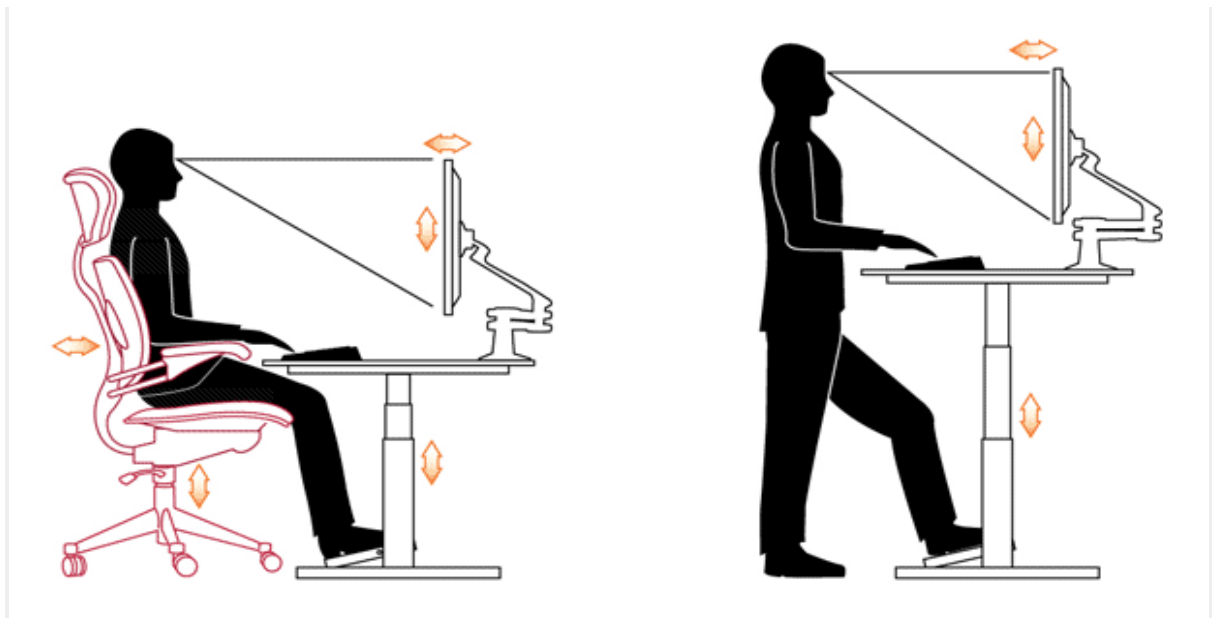
# Welcome to your new office.

Welcome to your new flexible workspace.

When setting up your station please consider the following points,

- You may use the electronic UP or DOWN buttons on the keypad to adjust to your desired setting. Standard desk height is typically 30”.
- The desk surface should be set to support your ideal typing position. There is typically no longer a need for a keyboard tray.
- Consider alternating between sitting and standing on a regular basis approximately every 45 minutes.
- Consider supportive footwear for standing positions.

These are the optimal positions for both sitting and standing.



If you have any questions, please contact [safety@flemingcollege.ca](mailto:safety@flemingcollege.ca)