

This checklist will walk you through the many details to consider when upgrading, adding or replacing workstation carts in your workplace. The goal of getting a return on investment as quickly as possible while meeting your operational needs is always top of mind.

- **Battery.**

- ✓ Does the [power pack](#) offer a long battery life that ensures a good workflow vs. hindering it?
- ✓ How long does it take to recharge?
- ✓ Does it have a meter that provides the status of the battery and confirmation of the power source?
- ✓ Does it offer a visual or audible alert when the battery requires recharging?
- ✓ Are there side handles and cord reel holder for easy handling?
- ✓ Does it have a bracket system to secure the unit to a workstation cart, vehicle, or other surfaces to ensure safety at all times?



- **Ease of use.**

- ✓ Does the workstation cart offer easy access to "on" / "off" computer switches?
- ✓ Is the workstation easy to plug into the equipment residing on the cart?
- ✓ Can it be easily unplugged from the equipment on the cart as well?
- ✓ Are the adjustment mechanisms easily understood and user friendly?

- **Mobility.**

- ✓ Is the workstation cart lightweight?
- ✓ Does the workstation remain steady and handle the weight well?
- ✓ Is the cart easy to roll on and off carpeting?
- ✓ Does it roll easily on bare floors, on and off elevators and onto loading docks?
- ✓ Is the cart easy to maneuver down hallways and in & out of tight work spaces?

- **Ergonomics.**

- ✓ What are the maximum and minimum height adjustments available?
- ✓ Are these adjustments able to meet the needs of the workplace?
- ✓ Are the adjustments easy to make?
- ✓ Are the adjustments solid and do they stay in place?
- ✓ When changing the staff, how easy are adjustments to make for different users?

- **Sanitation.**

- ✓ Are the surfaces smooth with minimal crevices to avoid trapping dirt?
- ✓ Can the workstation be easily cleaned with the recommended cleaning agents?

- **Size.**

- ✓ What are the actual dimensions?
- ✓ Will it fit easily through doorways?
- ✓ Will it maneuver easily around the storage areas and aisles?



- **Safety.**

- ✓ Do the wheels lock?
- ✓ Are the wheels easy to lock and unlock?
- ✓ Is the cart sturdy and stable?
- ✓ Will the workstation cart adjustments stay in one place?
- ✓ How likely is the cart to tip over?
- ✓ Is there an electrical wire management system on the cart?

- **Workspace.**

- ✓ Does the cart offer sufficient workspace beyond simply holding the computer, server or laptop?
- ✓ Is the surface well lit for low lighting work spaces?
- ✓ Is there enough work surface for documentation and misc. supplies?
- ✓ Does the cart have extra storage space?

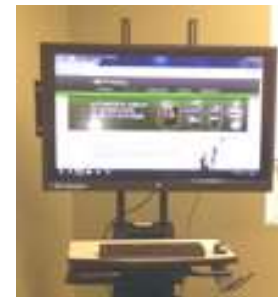
- **Keyboard.**

- ✓ How convenient is the location of the keyboard?
- ✓ Is the keyboard adjustable?
- ✓ Are adjustments easy to make?
- ✓ Is there enough space to comfortably enter data?
- ✓ Is the keyboard well lit for low lighting environments?



- **Monitor.**

- ✓ Can the monitor be viewed easily?
- ✓ Does the monitor stand or bracket tilt?
- ✓ Is the monitor adjustable for height?
- ✓ Is it large enough to accommodate viewing at a distance?
- ✓ What is the maximum distance for good viewing?



As you review the checklist, you will find the carts and power packs as the most viable solution to either upgrading your current workstation carts, adding new carts or replacing the old with new mobile carts with power. [Here is a partial list of accessories.](#)

**When your checklist is complete, we would be very pleased to help you configure your own workstation.**



Configure  
Your Own  
Workstation

[Configure your own workstation here.](#)