

# Recommendation Report

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## Summary

Due to instances of absenteeism being associated with poor chairs and supplies, I have spoken with businesses to find more ergonomic replacements. You asked me to investigate and recommend items to purchase for my department. Based on the criteria outlined below, I recommend purchasing CoreChairs, the Deluxe Package of supplies from Staples, and gym memberships for staff in my department.

## Background & Introduction

Recently, a number of our 130 employees have been complaining of sore backs. After doing research, I have found that instances of absenteeism can be directly associated with the poor ergonomic structure of chairs and office supplies.

I have conducted an investigation on ways to improve comfort and fitness through chairs, office supplies and gym memberships. This report has been commissioned by Smash Design's Regional Manager, Ellen Page, after discussing my recent analysis of absenteeism.

## Methodology

I have spoken with three chair manufacturers, an office supply company, and a nearby gym, and have taken into account the following criteria:

- Criteria A:* A budget of \$1000 per staff member to cover chairs, office supplies, and gym memberships.
- Criteria B:* New office chairs that provide good ergonomic support and offer a warranty.
- Criteria C:* An assortment of ergonomic office supplies. This should include keyboards, mice, mousepads, footrests, neck pads, and gel pads
- Criteria D:* Corporate gym memberships that offer group rates. The memberships should be for Rocco and Rita's Gym located in the building next to Smash Design's office.

## **Chair Evaluation**

### *Herman Miller Aeron*

These are the costliest of the options, which is reflected in the design and features. They come in three adjustable sizes that will fit anyone. PostureFit (Herman Miller's pelvic stabilizer) provides sacral support to keep the spine aligned. It is made of 64% recycled material, with breathable fabric and a form-fitting distinctive design. They are \$900 per chair and are backed by a lifetime warranty. The dealer has also agreed to send a specialist to individually help staff set up chairs and ergonomically arrange their workstations.

### *SteelCase Leap*

Leap chairs are the most affordable of the options, yet offer the least in design. They have adaptable spinal support, changing form as posture changes. This reduces hunched postures that place stress on the spine and spinal ligaments. They have adjustable arms, backs, and bases that help find a natural position to align and support the body, and eliminate kinks in joints. They cost \$700 per chair, and are backed by a three-year warranty.

### *CoreChair*

These are the mid-range cost-wise, but most ergonomic of the options. The sculpted seat relieves pressure points and prevents slumping; the core mechanism allows for articulation in all directions; the pelvic stabilizer that prevents slumping; and the treaded base allows for foot support. CoreChair can also be used for fitness, with example exercises posted on their website. They are made of durable, recycled materials. The dealer has agreed to a 15% discount if we purchase 15 or more, reducing the cost to \$845.75 per chair. They have a 12-year warranty, as well as a 60-day satisfaction guarantee.

## **Office Supply Evaluation**

Staples Office Supply has two package deals on ergonomic office supplies. The Simple Package costs \$100 per person, and includes gel pads for mice and keyboards, stress balls, and massage devices. This is the best option budget-wise, but does not include all required supplies. The Deluxe Package costs \$250 per person and includes everything in the Simple Package, as well as footrests, neck supports, monitor supports, and ergonomic keyboards and mice. This option is costlier, yet offers a variety of supplies that surpass requirements.

## **Gym Membership Evaluation**

Rocco and Rita's Gym, located in the next building, have agreed to memberships at \$50 per year per employee (less than \$5 per month). We will need to sign up at least 50 people, which will not be a problem if we plan on providing all staff with memberships.

## **Conclusions & Recommendations**

I recommend that, if head office will approve of a budget increase to \$1145.75, we choose the CoreChair, the Deluxe Package from Staples, and the gym membership.

While more expensive than the cheapest alternative, the CoreChair provides better ergonomic support and is backed by a longer warranty. As for office supplies, The Deluxe Package from Staples offers the best range of supplies based on criteria. Finally, the gym membership is very affordable, and would be well-received by staff.

If the budget cannot be increased, I recommend we choose the SteelCase Leap, The Deluxe package from Staples, and the gym membership. The Steelcase may have less ergonomic benefits, but cutting costs on the chair as opposed to the office supplies will still ensure that we meet the criteria.