Measuring for Keyboard Tray Fit

A. Take the following measurements measure how space room you have for a keyboard tray:

1. Available depth **underneath** the work surface.
   a. This measurement determines how long the keyboard track (retractable arm) needs to be. Make sure the surface is flat and unobstructed so the track can be installed.
   b. Standard preferred keyboard trays come with a 22” retractable track arm, which allows them to be installed under most work surfaces (standard work surface depth is 24” - 30”).
   c. 17” deep retractable arms are available for shallower worksurfaces.

2. Available width **underneath** the work surface
   i. This measurement determines how wide the keyboard tray platform needs to be. Make sure there are no drawers or other obstacles to prevent the platform from being pulled out from or pushed under the desk.
   ii. Most standard keyboard tray platforms are 26” - 28” wide (to fit standard keyboards & mice). Other platform widths are available.
   iii. To make sure your keyboard and mouse fit on the platform:
      a. Measure the dimensions of your computer keyboard and mouse so you know how large of a platform you need.
      b. Most keyboards are approx. 19” wide. Allow approx. 7-9” width for a mouse.

B. Refer to the Office Preferred Product List for recommended keyboard trays. Compare your measurements to the ones listed and choose one that fits. The recommended “preferred bundles” fit most workstations. All recommended keyboard trays on the UCSF Preferred Product List are height- and tilt-adjustable.

For further information, contact your DSA (find your DSA) or the UCSF Ergonomics Program at ergonomics@ucsf.edu.