

Workrite Sit-stand Desk Power Cord Wire Management Guidelines

Intent: Provide training to service providers to improve wire management on sit-stand desks as part of corrective actions plan in response to Sit-stand Desk Electrical Safety Alert. This information will be shared with IT Desktop Support, Proactive Solutions, Staples/Stations installers and Facilities carpenters.

- a. Before making any wire management modifications or handling the control box, unplug the power cord
- b. Be sure to have flashlight on hand, preferably on a stand or tripod so you are hands free
- c. Use the sit-stand height controls to adjust the table to accommodate the work you are doing. Example: set high for wire management modifications on your knees/set low when working with control box modifications when you're on your back.
- d. The rear of the sit-stand desktop should be set back at least 1.5" off the face of panels or walls. In no case should the power cord plug or other cable plugs be contacting walls or panels as it is raised or lowered.
- e. Power source (outlet/ power strip) should be within 4 a foot radius of the control box (9' cord length)
- f. Power cord must not to be ganged/synched with any other cords or cables
- g. For synching computer and phone cables use Velcro ties. Avoid plastic zipper ties since this requires scissors or a utility knife to release.
- h. Power cord must not to be bound in any way to stationary cross bars, table foot or other objects.
- i. Power cord must not to be strung around CPUs, towers or pedestal drawers at floor level
- j.** To reduce the stress/drag on the control box power cord receptacle that could cause damage and expose "live" electrical parts, ANCHOR the power cord. This can be done by running the cord through the "strain relief clip" located a few inches to right of control box receptacle. Additionally, you can wrap the power cord a few times around the right or left cable spools on the underside of the desk, assuming you have enough slack. **See diagrams on page 2.**
- k. If excess power cord is in footspace, use the cable spool to take up the slack.
- l. If you find the control box receptacle is partially or fully dislodged, try snapping it back in with hand force or tap it in place with a small rubber mallet. Again, run the power cord through the strain relief clip to reduce force on the receptacle if the clip is available.
- m. If the receptacle cannot be reseated because the opening on the control box is worn or cracked, report this to Mike White x5818 and Ohmar Sowle x4520 or email electricalsafety@lbl.gov. This will likely require replacement of the control box which will take several weeks.
- n. When moving/relocating a sit-stand desk the power cord must be unplugged from the control box receptacle.
- o. If sit-stand does not operate after it is re-plugged into the power source it needs to be rebooted. Press the "down arrow" and hold until table reaches its lowest position. Release the "down arrow" and then depress it again until you feel a slight shifting motion of the table base and then release. Press the "up arrow" and the table should elevate.
- p. If for any reason the sit-stand does not work after rebooting, contact Workrite Tech Support to speak with a service technician, for advice. 1-800-959-9675 and select Option 2

Sit-stand Power Cord Wire Management Solution

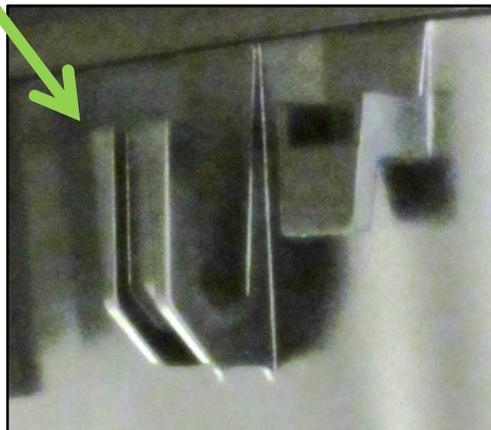
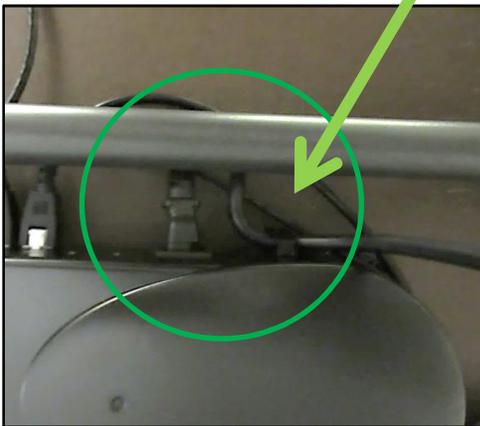
PROBLEM:

- When the power cord is under significant stress/drag the plug tends to bind in the control box receptacle which can damage the control box and expose “live” electrical terminals that pose a shock hazard.
- In many instances, the control box receptacle faces the rear and is concealed by a stretcher bar under the desktop, it is not visible to the user. In the event that there are exposed electrical parts, this could cause an electric shock if the user attempted to handle the power cord plug.

SOLUTION:

- Anchor the power cord at 2 points as shown below in photos A & B to minimize any stress on the control box receptacle.

A. Run the power cord through the strain-relief clip located directly to the right of the control box power cord receptacle



B. Wrap the power cord around the cable spool on the underside of the desk a few times to anchor it. There is a cable spool on the right and left underside side of the desk. Use the spool that is closest to the power source or Isobar.

