

Standard Operating Procedure (SOP): Workstation Setup and Equipment Allocation

This SOP details the **workstation setup and equipment allocation** process, ensuring optimal organization and efficiency by specifying standards for workstation arrangement, ergonomic considerations, equipment distribution, maintenance schedules, and inventory management. The goal is to enhance productivity, minimize downtime, and promote a safe and comfortable working environment for all employees.

1. Scope

This SOP applies to all employees, managers, and IT/Facilities personnel involved in workstation setup, maintenance, and equipment allocation within the organization.

2. Responsibilities

Role	Responsibilities
Facilities Manager	Coordinate workstation setup, ergonomic assessments, and maintain workstation standards.
IT Support	Distribute, install, and maintain IT equipment; assist with technical setups.
Employees	Care for assigned equipment, report issues promptly, and follow ergonomic guidelines.
HR/Administration	Track inventory, maintain records of equipment allocations, and onboard new employees with appropriate resources.

3. Procedure

3.1. Workstation Setup

1. Assign workstation based on employee role and department requirements.
2. Ensure workstation is clean, organized, and equipped with:
 - Desk and ergonomically adjustable chair
 - Monitor(s) and keyboard/mouse
 - Telephone/VoIP device (if applicable)
 - Mobile/laptop or desktop computer
 - Necessary stationary and personal protective equipment (PPE) if required
3. Connect all devices to power supply and ensure network connectivity.

3.2. Ergonomic Considerations

1. Conduct ergonomic assessment during initial setup or upon request.
2. Adjust chair, monitor, and desk height for individual comfort.
3. Provide ergonomic accessories (wrist supports, footrests, etc.) as necessary.

3.3. Equipment Allocation

1. Issue required equipment to employees, recording serial numbers and asset tags.
2. Employees must acknowledge receipt of equipment.
3. Temporary equipment must be tracked and returned promptly after use.

3.4. Maintenance Schedules

1. Facilities and IT teams to conduct bi-annual workstation inspections.
2. Perform preventive maintenance (cleaning, updating software, checking physical integrity).
3. Log maintenance actions in inventory/asset management system.

3.5. Inventory Management

1. Maintain an up-to-date inventory of all allocated equipment.

2. Regularly audit inventory and reconcile discrepancies.
3. Report lost, damaged, or malfunctioning equipment immediately and initiate replacement process if necessary.

4. Documentation

- Workstation Setup Checklist
- Equipment Allocation Form
- Ergonomic Assessment Report
- Inventory Log Sheet

5. Review and Revision

This SOP shall be reviewed and updated annually, or as required due to process changes or updates in regulatory standards.

6. References

- Company Health, Safety, and Ergonomics Policy
- IT Asset Management Guidelines
- Occupational Health and Safety Regulations