

**University of Kansas Medical Center
Equal Opportunity Office**

Physical Requirements Checklist

Name (not applicable if vacant): _____

Position Title: _____ Position Number: _____

Completed By: _____

Title: _____ Date: _____

Date Checklist Reviewed with Employee (not applicable if vacant): _____

Instructions:

Identify essential functions before completing this checklist. Complete Part I and II for all positions. Complete Part III for positions involving medium, heavy, or very heavy physical activity.

Part I

Indicate with a "check mark" the average amount of time the following are required during a typical day/shift to perform the essential duties of the job (check one category per row).

- Key: N Never
O Occasionally (activity or conditions exist 0 – 2.5 hours/day)
F Frequently (activity or conditions exist 2.5 – 5.5 hours/day)
C Constantly (activity or conditions exist 5.5 + hours/day)

Physical Activity	Definition	N	O	F	C
Repetitive Motion	Repeating movements of arms, hands, wrists				
Talk	Express or exchange ideas verbally				
Hear	Perceive sound by ear				
See	Obtain impressions through the eye				

Part II

Overall, the essential duties of this position involve the following level of physical activity (check one):

Sedentary

- occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects
- sits most of the time
- infrequent to occasional walking or standing

Light

- frequently lifting, carrying, pushing or pulling up to 10 pounds **and/or** occasionally lifting, carrying, pushing or pulling up to 20 pounds
- frequent walking or standing or sitting most of the time and using arms or legs to push/pull

Medium *

- occasionally lifting, carrying, pushing or pulling 20 – 50 pounds **and/or** frequently lifting, carrying, pushing or pulling 10 – 20 pounds **and/or** continuous lifting, carrying, pushing or pulling up to 10 pounds
- occasional to frequent walking or standing

Heavy *

occasionally lifting, carrying, pushing or pulling 50 – 100 pounds **and/or** frequently lifting, carrying, pushing or pulling 20 – 50 pounds **and/or** continuous lifting, carrying, pushing or pulling 10 – 20 pounds

occasional to frequent walking or standing

Very Heavy *

- occasionally lifting, carrying, pushing or pulling 100 + pounds **and/or** frequently lifting, carrying, pushing or pulling 50+ pounds **and/or** continuous lifting, carrying, pushing or pulling 20+ pounds
- occasional to frequent walking or standing

* **Complete Part III if you selected this category.**

Part III

Indicate with a "check mark" the average amount of time the following are required during a typical day/shift to perform the essential duties of the job.

Key: N Never
O Occasionally (activity or conditions exist 0 – 2.5 hours/day)
F Frequently (activity or conditions exist 2.5 – 5.5 hours/day)
C Constantly (activity or conditions exist 5.5 + hours/day)

Physical Activity	Definition	N	O	F	C
Kneel	Bend legs at knee, come to rest on knees				
Crouch/Squat	Bend body down and forward, bending legs and spine				
Crawl	Move on hands, knees and feet				
Climb	Ascend/descend ladders, stairs, ramps				
Sit					
Stand					
Walk	Move about on foot; average distance per shift (Enter Distance): _____				

Part III (Continued)					
Physical Activity	Definition	N	O	F	C
Stoop	Bend downward and forward at waist				
Lift	Raise or lower object > 10 pounds from one level to another				
Lift	Raise or lower object > 25 pounds from one level to another				
Carry	Transport an object				
Push	Press with steady force, thrust objects forward, downward, outward				
Pull	Drag or tug objects				
Turn/twist	Move a body part in circular motion				
Bend	Bend downward and forward by bending the spine at waist				
Balance	Exceeding ordinary body equilibrium				
Reach	Extend hands and arms in any direction				
Handle	Seize, hold, turn with hands				
Ability to distinguish color					
Other					

Note: Physical requirements include but are not limited to the above list.

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