

ARCHITECTURE DRAFTING

Competency Standards

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Certificate Level 2

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Competency Standards for Architecture Drafting

Title A: Apply Drafting Fundamentals

Overview: This Competency Standard identifies the competencies required to apply drafting fundamentals at workplace by an architect in accordance with the organization's approved guidelines and procedures. You will be expected to create geometrical construction, single view drawings and orthographic projections, either manually or computerized at workplace. Your underpinning knowledge regarding drafting fundamentals will be sufficient to provide you the basis for your work.

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
<p>A1: Know free-hand drawings/ sketching & basic lines</p>	<p>You will be able to:</p> <p>P1. Draw rough lines in different angles</p> <ul style="list-style-type: none"> • Draw lines in different direction using grades of pencils <p>P2. Draw (free hand) basic shapes</p> <p>P3. Familiarize with the use of T-scale & Set-square</p> <p>P4. Handle drafting tools appropriately</p>	<p>You will be able to:</p> <p>K1. Describe the methodology of stretching of sheet for drawing</p> <p>K2. Describe division of sheet</p> <p>K3. Describe drawing different lines (Free hand, Straight, Angular And Curves)</p> <p>K4. Demonstrate Construction of Seal / Title Strip</p> <p>K5. Demonstrate flow of pencil and line joinery</p>	<p>Manual:</p> <ul style="list-style-type: none"> • A-3 sketchbook • Various grades of soft & hard lead pencil • Eraser • Sharpener
<p>A1. Draw basic geometric shapes</p>	<p>You will be able to:</p> <p>P1. Select tools required for the job</p> <p>P2. Specify construction details as per assignment</p> <p>P3. Select scale required for the object according to construction detail</p> <p>P4. Draw construction lines according to object sizes</p>	<p>You will be able to:</p> <p>K1. Describe usage of tools for this job</p> <p>K2. Explain the concept of geometrical construction</p> <ul style="list-style-type: none"> • Triangle • Square/rectangle • Circle • polygon 	<p>Manual:</p> <p>Drafting table with necessary attachments (horizontal and vertical bar with angle adjustment), architectural triangular scale, stationary items (pencil, rubber, paper), geometry box (compass, divider, attachments, protector)</p>

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<p>P5. Convert construction lines into object lines as per object requirement</p> <p>P6. Mark dimensions of the whole object as per drawn sizes</p> <p>P7. Prepare backup file for the assignment to avoid data loss</p> <p>P8. Apply health and safety precautions at workplace</p>	<p>K3. Describe the use of scale for the assignment</p> <p>K4. Describe the types of line</p> <p>K5. Describe dimensioning standards</p> <p>K6. Describe the file saving and backup method</p> <p>K7. Describe specific safety precautions and guidelines</p>	<p>Computer:</p> <p>Workstation, Drafting software (latest version), output devices for printing, personal protective equipment (PPE)</p>
<p>A2. Create single view drawing</p>	<p>You will be able to:</p> <p>P1. Select tools required for the job</p> <p>P2. Specify object details as per assignment</p> <p>P3. Select scale required for the object according to the view</p> <p>P4. Draw construction lines according to object sizes</p> <p>P5. Convert construction lines into object lines as per view requirement, to represent actual object</p> <p>P6. Mark dimensions of the whole object as per</p>	<p>You will be able to:</p> <p>K1. Describe usage of tools for this job</p> <p>K2. Explain the concept of single view drawing</p> <p>K3. Describe the use of scale for the assignment</p> <p>K4. Describe the types of line</p> <p>K5. Describe the concept and types of projection</p> <p>K6. Describe dimensioning standards</p>	<p>Manual:</p> <p>Drafting table with necessary attachments (horizontal and vertical bar with angle adjustment), architectural triangular scale, stationary items, geometry box (compass, divider, attachments, protector)</p> <p>Computer:</p> <p>Workstation, Drafting software (latest version), output devices for printing,</p>

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	drawn size		PPE
A3. Create orthographic projections	<p>You will be able to:</p> <p>P1. Select tools required for the job</p> <p>P2. Specify object details as per assignment</p> <p>P3. Select scale required for the object according to the view</p> <p>P4. Draw construction lines according to object sizes</p> <p>P5. Use the following:</p> <ol style="list-style-type: none"> I. First angle projection method II. Third Angle projection method <p>P6. Convert construction lines into object lines as per view requirement</p> <p>P7. Mark dimensions of the whole object as per drawn sizes</p>	<p>You will be able to:</p> <p>K1. Describe the use of tools for this job</p> <p>K2. Explain the concept of orthographic projection</p> <p>K3. Describe the following</p> <ol style="list-style-type: none"> III. First angle projection method IV. Third Angle projection method <p>K4. Describe dimensioning standards</p>	<p>Manual:</p> <p>Drafting table with necessary attachments (horizontal and vertical bar with angle adjustment), architectural triangular scale, stationary items, geometry box (compass, divider, attachments, protector)</p> <p>Computer:</p> <p>Workstation, Drafting software (latest version), output devices for printing, PPE</p>
A5: Develop drawing format & read technical drawings	<p>You will be able to:</p> <p>P1. Format the drawings according to the following specifications:</p> <ul style="list-style-type: none"> • Required scale & dimensioning • Required labeling and symbols 	<p>You will be able to:</p> <p>K1. Describe drawing format for the particular assignment including:</p> <ul style="list-style-type: none"> • Required scale & dimensioning • Required labeling and symbols • Specified title block (seal) 	

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<ul style="list-style-type: none"> • Specified title block (seal) <p>P2. Read and analyze technical drawings as per standards</p> <p>P3. Communicate technical drawings as per standards</p>	<p>K2. Describe how to read and analyze technical drawings</p> <p>K3. Describe how to communicate technical drawings</p>	

Title B. Carry out Technical Mathematics

Overview: This Competency Standard identifies the competencies required to perform technical mathematics at workplace by an architect in accordance with the organization's approved guidelines and procedures. You will be expected to Calculate decimals and fractions, Apply unit conversion in system of measurement, Apply ratio/proportion using scales, Calculate perimeter, area and volume of objects and Derive area and perimeter using trigonometric formula, either manually or computerized at workplace. Your underpinning knowledge regarding technical mathematics will be sufficient to provide you the basis for your work.

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
B1. Calculate decimals and fractions	<p>You will be able to:</p> <p>P1. Arrange tools required for the job</p> <p>P2. Apply tools to calculate mathematical fractions</p>	<p>You will be able to:</p> <p>K1. Describe the usage of tools required for this job</p> <p>K2. Identify the symbols of mathematical fractions</p>	Computer, calculator, stationary items,

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
B2. Apply unit conversion in system of measurement	You will be able to: P1. Arrange tools required for the job P2. Apply tools to calculate mathematical conversion factors P3. Apply the FPS (foot pound second) and MKS (meter, kilogram, second) systems of measurement	You will be able to: K1. Describe the usage of tools required for this job K2. Explain the systems of measurements K3. Describe the FPS (foot pound second) and MKS (meter, kilogram, second) systems of measurement	Computer, calculator, stationary items
B3. Apply ratio/proportion using scales	You will be able to: P1. Select scales required for the job P2. Apply the concept of ratio of scale (e.g: 1/96 to a foot) P3. Select the scale ratio appropriate to draw larger object into a smaller one and vice versa	You will be able to: K1. Describe the usage of scale required for this job K2. Describe the concept of proportion K3. Describe the concept of ratio of scale (e.g: 1/96 to a foot)	Architectural triangular scale, measuring tape, computer, stationary items
B4. Calculate perimeter, area and volume of objects	You will be able to: P1. Select tools required for calculation P2. Calculate area of square, rectangle, triangle and circle etc using formula P3. Calculate perimeter of square, rectangle,	You will be able to: K1. Describe the usage of tools required for this job K2. Describe the geometrical figures K3. Describe the formula for calculating area	Computer, calculator, stationary items

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<p>triangle and circle etc using formula</p> <p>P4. Calculate volume of cube, slab, prism, sphere etc using formula</p> <p>P5. Add standard units to the derived quantity (e.g: Square foot Sft etc.)</p> <p>P6. Calculate area and perimeter using Auto CAD (software)</p>	<p>K4. Describe the formula for calculating perimeter</p> <p>K5. Describe the formula for calculating volume</p> <p>K6. Explain the standard units for area, perimeter and volume</p> <p>K7. Describe the Auto CAD commands used for calculation of area and perimeter</p>	
<p>B5. Derive area and perimeter using trigonometric formulae</p>	<p>You will be able to:</p> <p>P1. Select tools required for calculation</p> <p>P2. Use trigonometric table</p> <p>P3. Calculate area of triangle by using trigonometric formula</p> <p>P4. Calculate perimeters of triangle using trigonometric formula</p> <p>P5. Add standard units to the derived quantity (e.g: Square foot Sft etc.)</p>	<p>You will be able to:</p> <p>K1. Describe the usage of tools required for this job</p> <p>K2. Explain use of trigonometric table</p> <p>K3. Describe formulas for derivation of perimeter and area</p> <p>K4. Explain the standard units for area, perimeter and volume</p> <p>K5. Explain the use of standard units to the derived quantity (e.g: Square foot Sft etc.)</p>	<p>Calculator, stationary item, trigonometric table</p>

Title C. Apply Computer Aided Design/Drafting

Overview: This Competency Standard identifies the competencies required to apply Computer Aided Design/drafting at workplace by an architect in accordance with the organization’s approved guidelines and procedures. You will be expected to Apply Auto-CAD fundamentals, Apply CAD draw tools to make a sketch, Apply Auto CAD modify tools, Apply layer, text and dimension tools, Build and use library of components (blocks), Create working set of drawings and submission drawing, Apply plotting/printing to design and Create 3D model (presentation) of architect’s concept at workplace. Your underpinning knowledge regarding Computer Aided Design/drafting will be sufficient to provide you the basis for your work.

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
C1. Apply Auto-CAD fundamentals	<p>You will be able to:</p> <p>P1. Specify the uses of the software Auto-CAD</p> <p>P2. Install the Auto-CAD on the system following installation instructions</p> <p>P3. Specify the unit (scale), precision, drawing</p>	<p>You will be able to:</p> <p>K1. Describe the uses of software AutoCAD</p> <p>K2. Describe the features of drawing window including</p> <ul style="list-style-type: none"> • Main menu • Down drop menu, sub menu • Tool bar • Task bar 	<p>Compatible Computer system for using Auto-CAD, Auto-CAD software (latest version) CD, personal protective equipment (PPE)</p>

Competency Standards for Architecture Drafting

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<p>limits in the model space for a specific drawing assignment</p> <p>P4. Specify grid, snap and selection tool for specific drawing assignment</p> <p>P5. Prepare backup file for the assignment to avoid data loss</p> <p>P6. Apply health and safety precautions at workplace</p>	<ul style="list-style-type: none"> • Command area • User coordinate system (UCS) <p>K3. Explain the followings</p> <ol style="list-style-type: none"> I. Unit II. Drawing limits III. Grid IV. Snap V. Selection <p>K4. Describe the file saving and backup method</p> <p>K5. Describe specific safety precautions and guidelines</p>	
<p>c2. Apply Auto-CAD draw toolbar to make a sketch</p>	<p>You will be able to:</p> <p>P1. Draw following lines, as per assignment requirement:</p> <ul style="list-style-type: none"> • Construction line • Ray line • Line • Poly line <p>P2. Draw following geometric objects, as per assignment requirement:</p> <ul style="list-style-type: none"> • Rectangle/square • Circle/arc • Ellipse/ elliptical arc 	<p>You will be able to:</p> <p>K1. Describe the usage of tools required for this job</p> <p>K2. Describe the method to carry out the following commands using lines</p> <ul style="list-style-type: none"> • Construction line • Ray line • Line • Poly line <p>K3. Describe the method to draw the following objects:</p>	<p>Compatible Computer system for using Auto-CAD, Auto-CAD software (latest version), PPE</p>

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<ul style="list-style-type: none"> • Polygon <p>P3. divide and measure specific space using point command</p> <p>P4. Apply boundary and hatch command for filling space, with specific symbols and solid colors</p>	<ul style="list-style-type: none"> • Rectangle/square • Circle/arc • Ellipse/ elliptical arc • Polygon <p>K4. Describe how to divide and measure a line or object with the help of point command</p> <p>K5. Describe how to fill up space with specific material symbol and colors</p>	
<p>C3. Apply Auto CAD modify toolbar</p>	<p>You will be able to:</p> <p>P1. Apply following tools to modify objects in Auto CAD</p> <ul style="list-style-type: none"> • Erase • Trim • Chamfer • Fillet • Break/join <p>P2. Apply following tools to modify objects in Auto CAD</p> <ul style="list-style-type: none"> • Off set / mirror • Copy • Extend • Array • Move • Rotate • Scale • Stretch 	<p>You will be able to:</p> <p>K1. Describe the usage of tools required for this job</p> <p>K2. Describe the use of the following tools to modify drawings in Auto CAD</p> <ul style="list-style-type: none"> • Erase • Trim • Chamfer • Fillet • Break/join <p>K3. Describe the use of the following tools to modify objects in Auto CAD</p> <ul style="list-style-type: none"> • Off set / mirror • Copy • Extend • Array • Move 	<p>System compatible for using Auto-CAD, Auto-CAD software(latest version), PPE</p>

Competency Standards for Architecture Drafting

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<ul style="list-style-type: none"> • Align 	<ul style="list-style-type: none"> • Rotate • Scale • Stretch • Align 	
C4. Apply layer, text and dimension toolbar	<p>You will be able to:</p> <p>P1. Create layers for an object in Auto CAD as per assignment's requirement (e.g: line, boundary, hatch, text, dimension, fixture etc.)</p> <p>P2. Prepare text style and create text as per assignment's requirement</p> <p>P3. Prepare dimensional style and create following dimensions</p> <ul style="list-style-type: none"> • Linear • Aligned • Base line • Continuous • Oblique • Diameter/radius • Angular <p>P4. Create and modify dimensions as per assignment</p> <ul style="list-style-type: none"> • Align text • Update dimensions 	<p>You will be able to:</p> <p>K1. Describe the concept of layers and its application</p> <ul style="list-style-type: none"> • Line weight • Line type • Color • Defpoint layer <p>K2. Describe working of layer</p> <ul style="list-style-type: none"> • Freeze/thaw • Lock/unlock • Current • Filter • Layer match • Layer delete <p>K3. Describe text type and style</p> <p>K4. Explain dimension style as per following</p> <ul style="list-style-type: none"> • Linear • Aligned • Base line • Continuous • Oblique • Diameter/radius 	<p>System compatible for using Auto-CAD, installed Auto CAD software, PPE</p>

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
		<ul style="list-style-type: none"> • Angular K5. Explain modify dimensions	
C5. Build and use library of components (blocks)	You will be able to: P1. Create a specific small object (symbols etc) to be used in a drawing as per assignment's requirement <ul style="list-style-type: none"> • Door • Window • Ventilator • Furniture / interior items • Fixtures • Landscape P2. Insert block in a drawing as per assignment P3. Modify blocks required for a specific drawing	You will be able to: K1. Explain block creation for the following <ul style="list-style-type: none"> • Door • Window • Ventilator • Furniture / interior items • Fixtures • Landscape K2. Describe method of insertion of a block K3. Explain how to modify a block for specific requirement in a drawing	System compatible for using Auto-CAD, installed Auto CAD software, PPE
C6. Create working set of drawings, submission drawing	You will be able to: P1. Create working set of drawings as per assignment <ul style="list-style-type: none"> • Layout plan • Working plan • Elevation • Section • block diagram P2. Create working details of following as per assignment	You will be able to: K1. Explain working set of drawing as per following: <ul style="list-style-type: none"> • Layout plan • Working plan • Elevation • Section • block diagram K2. Describe detail working drawing including <ul style="list-style-type: none"> • Doors /windows 	System compatible for using Auto-CAD, installed Auto CAD software, PPE

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<ul style="list-style-type: none"> • Doors /windows • Kitchen/bath • Foundation • Stair • Tanks (septic, water storage) • Floor finishing 	<ul style="list-style-type: none"> • Kitchen/bath • Foundation • Stair • Tanks (septic, water storage) • Floor finishing 	
C7. Create 3D model (presentation) of architect's concept	<p>You will be able to:</p> <p>P1. Create 3D model (wireframe) of an architectural assignment as per requirement</p> <p>P2. Apply followings to the wireframe model</p> <ul style="list-style-type: none"> • Material application • Light application • Camera as per view requirement <p>P3. Apply render command and create raster image of the assigned model</p>	<p>You will be able to:</p> <p>K1. Explain 3D model (wireframe) for an architectural assignment</p> <p>K2. Describe how to prepare 3D model including the following</p> <ul style="list-style-type: none"> • Material application • Light application • Camera as per view requirement <p>K3. Explain how to render and create raster image of 3D model</p>	System compatible for using Auto-CAD, installed Auto CAD software, PPE
C8. Apply printing to design	<p>You will be able to:</p> <p>P1. Install/select the printer/ plotter software as per installation manual</p> <p>P2. Set up printing/plotting detail for a particular drawing/assignment</p> <ul style="list-style-type: none"> • Paper size • Orientation • Scale • Color / monochrome 	<p>You will be able to:</p> <p>K1. Define printing/plotting process and its importance</p> <p>K2. Explain set up procedure for printing/plotting a drawing</p> <ul style="list-style-type: none"> • Paper size • Orientation • Scale • Color / monochrome 	System compatible for using Auto-CAD, installed Auto CAD software, printer, plotter, scanner , PPE

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<p>P3. Apply printing/plotting command in different formats</p> <ul style="list-style-type: none">● Hard copy● Raster image● PDF	<p>K3. Describe printing/plotting command for the following out put</p> <ul style="list-style-type: none">● Hard copy● Raster image● PDF	

TITLE D. Assist in managing Architectural Projects

Overview: This Competency Standard identifies the competencies required to manage the Architectural Project at workplace by an architect in accordance with the organization’s approved guidelines and procedures. You will be expected to manage work flow and maintain documentation of architectural projects at workplace. Your underpinning knowledge regarding management of Architectural Project will be sufficient to provide you the basis for your work.

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
<p>D1. Steps involved in completion of an Architectural Project</p>	<p>You will be able to:</p> <p>P1. Carry out the steps involved in an architectural project from conception to completion</p> <p>P2. Complete and fulfil the requirements and implications of individual steps involved</p> <p>P3. Perform in accordance with the timeline required for each step involved during a project</p>	<p>You will be able to:</p> <p>K1. Describe the steps involved in an architectural project from conception to completion</p> <p>K2. Describe the requirements and implications of individual steps involved</p> <p>K3. Describe the importance of the timeline required for each step involved during a project</p>	<ul style="list-style-type: none"> • Stationery items • Notebook
<p>D1. Manage work flow of an architectural project</p>	<p>You will be able to:</p> <p>P1. Specify the process of developing an architectural product</p> <p>P2. Specify timeframe of a particular project as per project requirement</p> <p>P3. Perform quality control of deliverables as per architectural organization’s policy</p> <p>P4. Apply health and safety precautions at workplace</p>	<p>You will be able to:</p> <p>K1. Explain the process of developing an architectural product</p> <p>K2. highlight the importance of timeframe for different activities in an architectural project</p> <p>K3. Define quality control for an architectural project regarding</p> <ul style="list-style-type: none"> • Printing (size etc) • Hierarchy wise signature • Date/revised date • Sheet number/record number • Scale 	<p>Computer, printer, stationary items, PPE</p>

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
		<ul style="list-style-type: none"> • Scheme number/project <p>K5. Describe standard operating procedure (s) of the organization</p> <p>K6. Describe specific safety precautions and guidelines</p>	
D2. Maintain documentation of architectural project	<p>You will be able to:</p> <p>P1. Manage record for the projects following the organizational instructions</p> <p>P2. Maintain the following records of architectural project:</p> <ul style="list-style-type: none"> • Agreement • Correspondence • Approval • Design data • Delivery data • Revised data 	<p>You will be able to:</p> <p>K1. Describe organizational record keeping procedure:</p> <ul style="list-style-type: none"> • Agreement • Correspondence • Approval • Design data • Delivery data • Revised data 	Computer, Stationary items, PPE

TITLE E: Develop Professionalism

Overview: This Competency Standard identifies the competencies required to develop professionalism at workplace by an architect in accordance with the organization’s approved guidelines and procedures. You will be expected to perform communication in an architectural organization, upgrade professional skills, work in a team and apply health and safety at workplace. Your underpinning knowledge regarding management of Architectural Project will be sufficient to provide you the basis for your work.

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
E1. Communicate in an architectural organization	You will be able to: P1. Communicate with supervisor following communication procedure P2. Communication with other departments following communication procedure P3. Use media to communicate effectively (e.g: email, telephone etc)	You will be able to: K1. Identify factors required to communicate effectively and precisely within organisation. K2. Justify the appropriate use of electronic and relative media as per need	<ul style="list-style-type: none"> ▪ Computer ▪ Internet facility ▪ Telephone
E2. Upgrade professional skills	You will be able to: P1. Participate in Skill test for professional development P2. Attend seminars / workshops related to architectural developments P3. Perform market research for professional growth P4. Adopt upcoming market trends in	You will be able to: K1. Identify the need of skills sets by getting involved in seminars, workshops and competitions. K2. Describe the importance of and carry out market research. K3. Describe the importance of and adopt changing market trends	Computer, internet facility

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Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	architectural field		
E3. Work in a team	<p>You will be able to:</p> <p>P1. Demonstrate good team skills including</p> <ul style="list-style-type: none"> • Cooperation/coordination • Work ethics • Etiquettes/manners <p>P2. Carry an appropriate appearance at workplace</p> <p>P3. Show comfort and tolerance at workplace</p> <p>P4. Present and observe good work ethics at workplace</p>	<p>You will be able to:</p> <p>K1. Identify the importance of being a good team player including</p> <ul style="list-style-type: none"> • Cooperation/coordination • Work ethics • Etiquettes/manners <p>K2. Identify the importance of carrying an appropriate appearance in workplace</p> <p>K3. Describe the importance of showing comfort and tolerance at workplace</p> <p>K4. Describe the importance of observing good work ethics at workplace</p>	Computer, internet facility
E4. Apply health and safety precautions	<p>You will be able to:</p> <p>P1. Follow safety precautions for different types of tools and equipment</p> <p>P2. Follow operating instructions to use tools properly</p> <p>P3. Use following protective measures while working on computer</p> <ul style="list-style-type: none"> • Protective screen • Maintain position/posture and distance from monitor 	<p>You will be able to:</p> <p>K1. Describe the importance of following safety precautions necessary to use different types of tools and equipment</p> <p>K2. Define the importance to follow operating instructions given for tools</p> <p>K3. Describe the importance of ergonomics in using computers</p>	Computer, Personal protective equipment (PPE) including Hand rest, foot rest, back rest adjustable chairs, proper lighting in the room, screen filters, adjustable keyboard and mouse etc

Competency Standards for Architecture Drafting

Unit of Competency	Performance Criteria	Knowledge	Tools & Equipment
	<ul style="list-style-type: none"><li data-bbox="520 277 695 305">• Ergonomics		

List of Tools, Equipment and Machinery

- Drafting table with necessary attachments (horizontal and vertical bar with angle adjustment),
- architectural triangular scale,
- stationary items (pencil, rubber, paper),
- geometry box (compass, divider, attachments, protector)
- Drafting software (latest version)
- Calculator
- measuring tape
- trigonometric table
- Compatible Computer system for using Auto-CAD
- Auto-CAD software (latest version) CD
- Printer
- scanner
- Internet facility
- Hand rest,
- foot rest,
- backrest
- Adjustable chairs,
- Proper lighting in the room,
- Screen filters
- Adjustable keyboard
- Adjustable mouse

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