WELCOME

the POWER of NEW

State of Connecticut

Message from Commissioner Melody Currey...

WELCOME to 450 Columbus Boulevard!!

After many years of planning, preparing and construction, ***we are finally here!*** **Our new open floor space will provide us with the ability to foster a more collaborative environment. Industry-wide research supports this idea but as with any change there are common concerns and issues that may arise.** We are addressing many of the anticipated concerns in our welcome booklet. Some of the protocols and information contained here were developed by a team of employees who, through their committee work, were able to brainstorm some solutions on working in an open floor plan. Some of these protocols are common sense, (such as housekeeping rules, which we will be enforcing). Others are specific to working in an open environment and may be new to some of us.

It's a start, not every situation and question will be captured here. This will be a "living document" and as such will be updated and amended as needs warrant.

I am proud of the collaborative work that has been done by the employees within each of the agencies prior to our move and this building is the result of many hours put in by countless tradesman, architects, designers and staff. The creation of this "Welcoming Booklet" is a part of that work and it gives me an opportunity to enthusiastically

WELCOME and THANK YOU.

What to expect in your FIRST 2 WEEKS

Move in day

Ambassadors will be available to help you find your way.

- Unpack your boxes.
- Choose your accessory package. 3 different options will be available.
- Triage units will be on site to address move in day issues (IT, furniture adjustments, missing boxes, etc.)
- Cafeteria offering will be phased in until building is fully occupied ***(see section 3H for more details.)***
- Building orientation which will include emergency phased evacuation plan.

Please remember,

the North building will still be under construction and you should not visit other floors that have yet to be occupied. These floors will remain closed to staff and signage will be hung notifying you of those areas.

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one SECTION

the building

1

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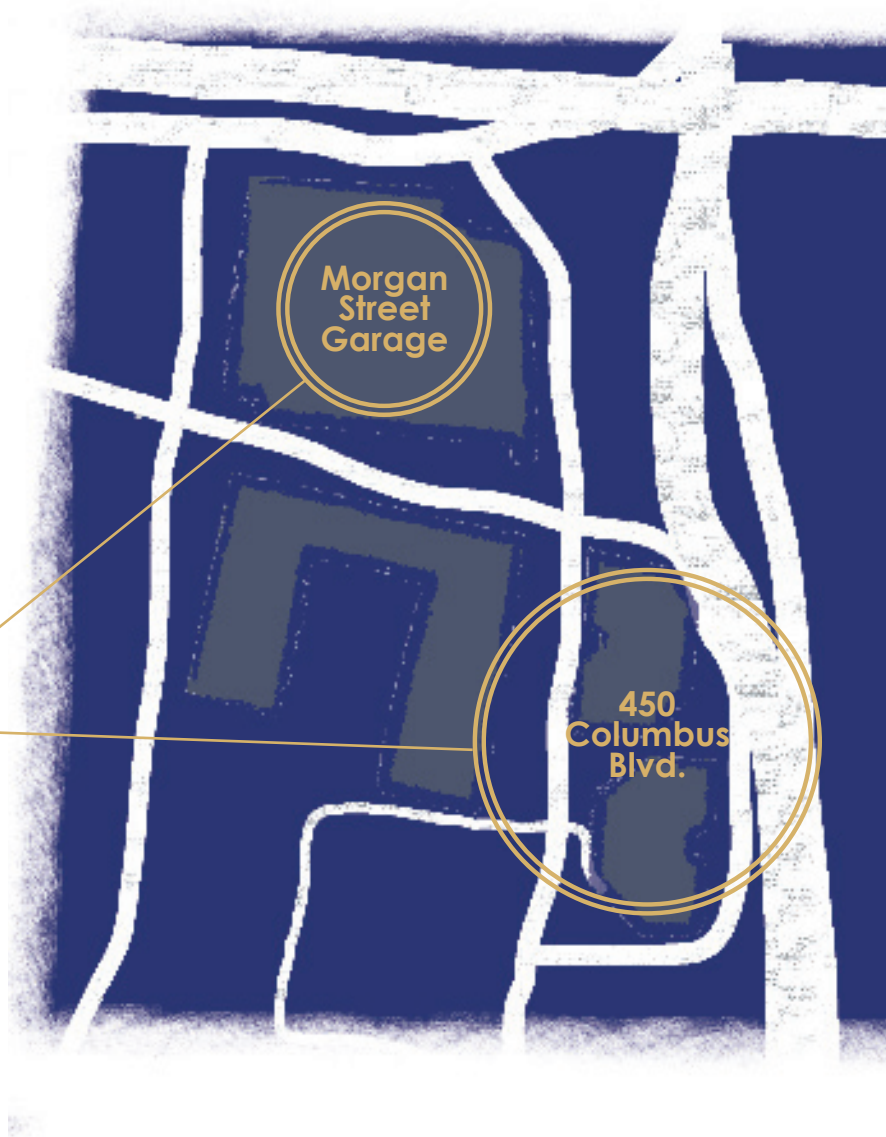
1A Section 1: The Building

Previously known as Connecticut River Plaza, 450 Columbus Boulevard was built in 1984. The Class A office complex situated along the Connecticut River, consists of two office towers totaling 556,000 square feet. Improvements were made to portions of the building including the hi-rise elevators and Plaza Level Lobby, and after being purchased by the State of Connecticut in 2013 underwent major renovation in 2015/2016.

Access to the new workplace is easy!

The facility is located at the intersection of I-91 and I-84. Sidewalks along Columbus Blvd. have been improved, and Riverwalk North is mere steps outside the building. Just a short walk away are The Downtown, Riverfront Recapture, the XL Center, Constitution Plaza, Bushnell Park and the Founders Bridge.



Section 1: Amenities

450 Columbus Boulevard is located in the heart of Downtown Hartford and connected via a pedestrian bridge to Constitution Plaza, Riverfront Plaza, Riverwalk and many other downtown amenities.

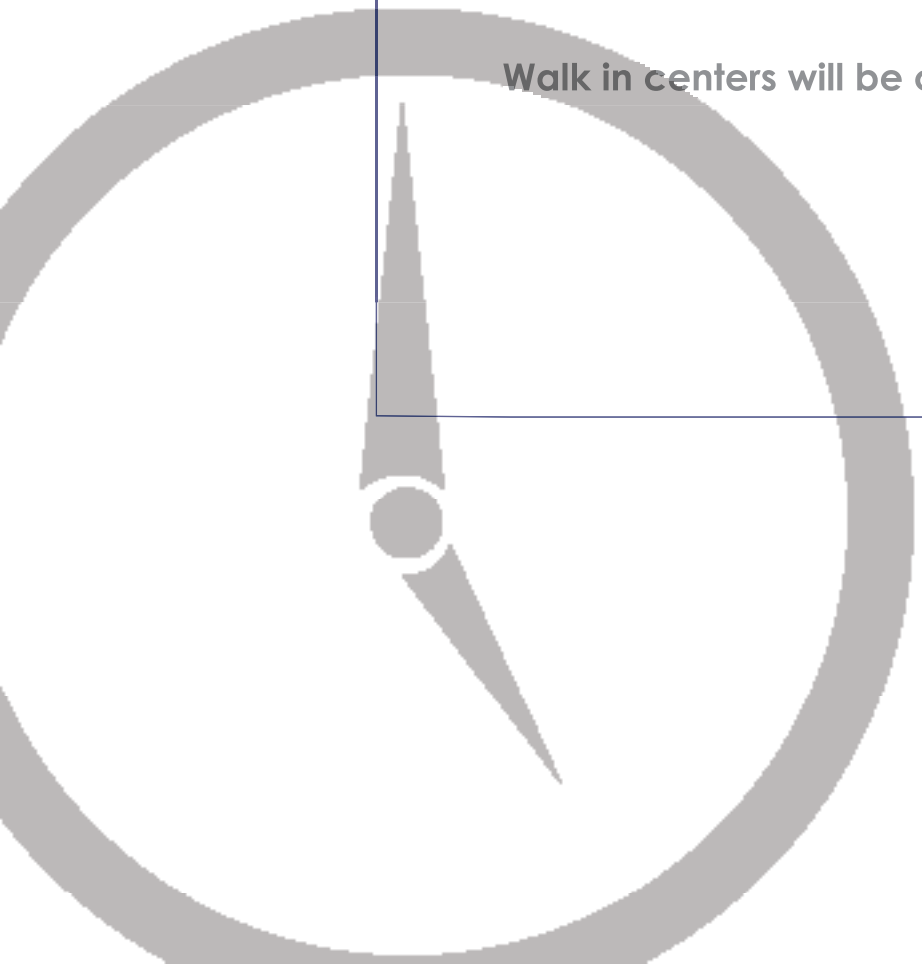
Amenities also include:

- A full-service cafeteria
- On-site ATM
- Outdoor Plaza
- 24/7 security
- Electric car charging stations in Morgan Street garage
- Four interior loading bays on Charles Street with two service entrances

Hours of Operation

Building will have *24 hour security*, but will only be open for normal business hours, generally 6:30 am - 6:00 pm.

Walk in centers will be open 8:30-4:30



1D Section 1: Visitors

Members of the public visiting 450 Columbus Blvd. must sign in at the Security Guard's desk with photo identification and will be able to park at the Morgan Street Garage for a nominal fee.

All guests will be entered electronically into our visitor management system. Once the visitor has been issued a badge, the Security Guard will call up to the person that they have come to see and send them up in the elevator. The state employees will be required to meet their guests in the elevator lobby and escort them into their meeting place.

Section 1: Destination Elevators

The Towers are serviced by nine Otis gearless traction passenger elevators with a state-of-the-art Otis COMPASS control system.

This system provides destination selection and car assignment through the use of touch-screen control panels located in each lobby. ***Designed to get you where you need to be faster,*** you enter your floor before getting into the elevator and the smart system tells you which car you will be assigned to, and will route people to their destination much faster!

Directions

450 Columbus Boulevard

From the South

- 91 North
- Exit 32A-32B
- Exit 32B Trumbull St
- At light turn Left onto Market St
- At 2nd light turn Left onto Morgan St
- Turn Right onto Columbus Boulevard
- Go straight through light
- Building is on your Left

From the West

- 84 East
- Exit 50 Main St
- Go straight through 3 lights
- Turn Right onto Columbus Boulevard
- Go straight through light
- Building is on your Left

From the North

- 91 South
- Exit 32A-32B
- Exit 32B Trumbull St
- At light turn Left onto Market St
- At 2nd light turn Left onto Morgan St
- Turn Right onto Columbus Boulevard
- Go straight through light
- Building is on your Left

From the East

- 84 West
- Exit 50 Main St
- At light turn Left onto Market St
- At light turn Left onto Morgan St
- Turn Right onto Columbus Boulevard
- Go straight through light
- Building is on your Left

Directions, continued

Morgan Street Garage

From the South

- 91 North
- Exit 32A-32B
- Exit 32B Trumbull St
- At light turn Left onto Market St
- At 3rd light turn Left onto Talcott St
- Garage is on your Left

From the West

- 84 East
- Exit 50 Main St
- At 3rd light turn Right onto Market St
- At light turn Left onto Talcott St
- Garage is on your Left

From the North

- 91 South
- Exit 32A-32B
- Exit 32B Trumbull St
- At light turn Left onto Market St
- At 3rd light turn Left onto Talcott St
- Garage is on your Left

From the East

- 84 West
- Exit 50 Main St
- At light turn Left onto Market St
- At 2nd light turn Left onto Talcott St
- Garage is on your Left

Section 1: Parking / Bicycles

Parking

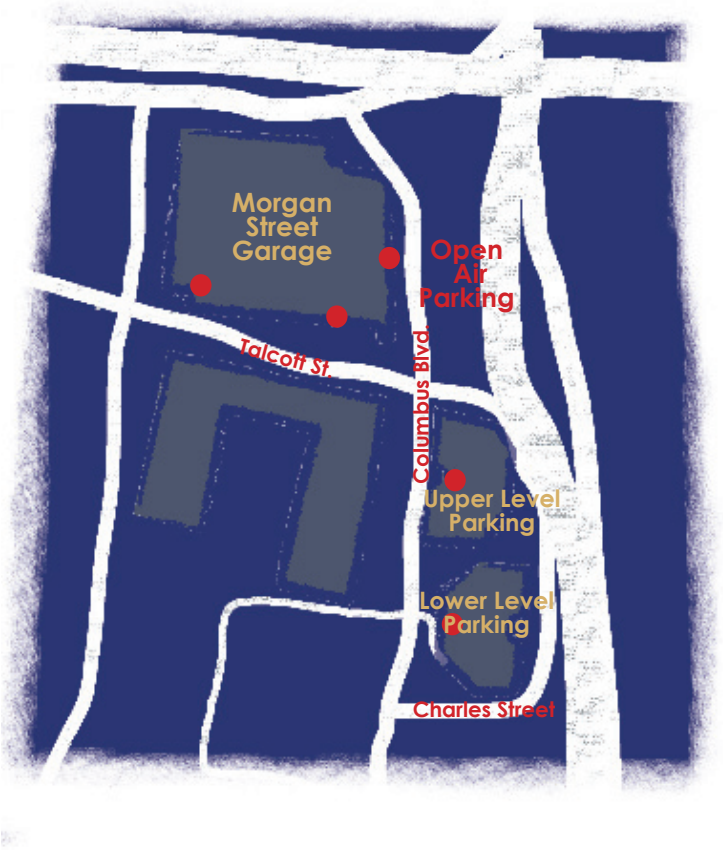
Plenty of FREE Employee parking is available at the new building.

750 spaces are located at 450 Columbus building's below-grade parking deck in either a upper or lower garage. An ***additional 2,200 spaces*** are available in the Morgan Street Garage located across Talcott Street. Security at the Morgan Street Garage is state of the art, complete with glass stairwells for visibility, and other unique alarm systems.

Also available: parking at an open air parking lot parking lot on Charles Street for those who prefer to not be in a garage or those with oversized vehicles.

Check with your agency's manager for details on parking space assignment.

Entrances / Exits Map



Bicycles

Bike racks will also be located on the *G-3 level* of the parking garage.

Section 1: Who sits where

South Building:

Street-G3 Level	Customer Service Center, Mail Services
Plaza Level	DAS Statewide Security, Cafeteria, Meeting Rooms
2nd Floor	CHRO, Legal, OPH (Office Public Hearings), DRS Walk-in Support, Capitol Region
3rd floor	CHRO Affirmative Action/Contract Compliance, Executive Director and Deputy Directors offices, Housing and Legal
4th Floor	DRS Operations Processing Team, Data Entry, Registration/Applications, Forms, Walk-in Phone Support, Records
5th floor	DRS Appellate Division, MSA, SIS, DRS Operations Business Teams 1, 2 & 3
6th Floor	DRS Operations Individual Tax Teams 1, 2 & 3, Fraud, Taxpayer Advocate, Electronic Commerce Unit
7th Floor	Internal Audit, Training/Lean/Communications, Information Services
8th Floor	DRS Audit Excise and Public Services Subdivision
9th Floor	DRS Audit Income Tax Subdivision
10th Floor	DRS Audit Sales Tax Subdivision - Hartford Regional Office, Collections Unit, Affirmative Action
11th Floor	DRS Commissioners Office, Administration Division - Budget/Business Office/Revenue Accounting/IRS Liaison, Human Resources & Payroll, Litigation/Legal/Research

Section 1: Who sits where, continued

North Building:

G3 Street Level	DRS Operations Cash Counter, DRS Mail Services, G3-N DRS ECM Operations
Plaza Level	BESB Store, DoEd Regional School Choice Office Parent Information Center, Bureau of Teacher Certification, Security Operations, Hearing and Meeting rooms
2nd Floor	DAS Bureau of properties and facilities management (IT room), DAS Claims Commissioner, Office of Early Childhood Early Care and Education Division, Early Childhood Family Support Division and Early Childhood Fiscal, DoEd Bureau of IT, State Property Review Board, Training rooms
3rd floor	Office of Early Childhood, Licensing Division, Early Childhood Commissioner, Early Childhood Legal Division, Early Childhood Quality Division
4th Floor	DoEd office of Finance and internal Operations, DoEd - Office of Internal Audit
5th floor	DoEd Talent Office, DoEd Office of Student Supports and Organizational Effectiveness
6th Floor	DoEd Commissioner's office, DoEd Turnaround Office, DoEd Academic Office
7th Floor	Bureau of Regulation and Inspection, Bureau of Agricultural Development and Resource Preservation, Office of the Commissioner of Agriculture, DoEd, Performance Office
8th Floor	DCP Accounting, Audit and IT, DCP Frauds Division, DCP Gaming Division, DCP License Services Division, DCP Liquor Control Division, DCP Occupational and Professional Division
9th Floor	DCP Accounting Audit and IT, DCP Business Office, DCP Commissioners Office, DCP Legal Division, DCP Liquor Control Division, DCP Trade Practices Division
10th Floor	DAS Collections Division, DCP Food and Standards Division
11th Floor;	Auditors, DAS Business Office, DCP Drug Control Division

North Building continued:

12th Floor	DAS, DCS Office of Design and Construction, DAS Procurement Division
13th Floor	DCS Deputy Commissioner's area, DCS Office of Plan Review, DCS Process Management, DCS State Building Inspector, DCS State Fire Marshall, DCS Technical Services, Office of Education and Data Management
14th floor	DAS Bureau of Properties and Facility Management, DAS HR/Smart, DAS Leasing and Property Transfer, DAS State Insurance and Risk Management, DAS Statewide HR, DAS Workers Compensation
15th Floor	DAS Commissioner's Office (Legal, Communications, EEO, State Marshal Commission), Office of School Construction Grants and Review, DAS Statewide HR Management, State Marshal Commission

two

SECTION

safety&security

2

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Fire and Life Safety Equipment

In the event of alarm activation, the fire alarm system will sound on the floor where the alarm occurred, as well as two floors above the alarm and one floor below the alarm.

For those individuals unable to evacuate during an emergency, the elevator lobby on each floor will be deemed an Area of Assistance.

Each floor will have designated Wardens to assist during emergency protocols.

Please see tenant manual for more specific information and procedures.

Phased Evacuation plan in the event of an Emergency

In the event of an alarm, the lights and horns will sound on the affected floors, one floor below and two floors above. If the alarm sounds on your floor, you are required to evacuate. All tenants should establish Fire Safety programs and educate personnel within their business on the location of emergency exits. When the alarm is sounded, the occupants of those floors impacted will proceed to the stairwells and evacuate as follows,

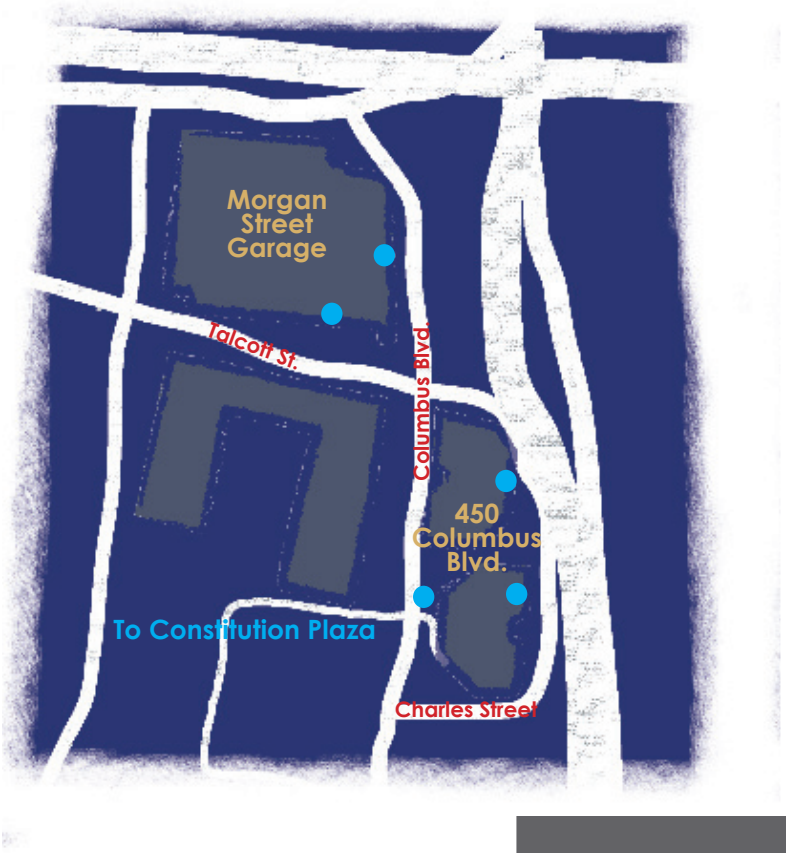
NORTH BUILDING -use Stairwells D and E

- ***Stairwell D:*** Empties on the Plaza Level. Proceed through the lobby doors to the Constitution Plaza Clock Tower.
- ***Stairwell E:*** Empties on the G3 Level (ground level) at Charles Street. Proceed North down Charles Street and move as far from the building as possible.

SOUTH BUILDING – Use Stairwells A and B

- ***Stairwell A:*** Empties on the G3 Level (ground level) at Charles Street. Proceed North down Charles Street and move as far from the building as possible.
- ***Stairwell B***: Empties on the Plaza Level. Proceed through the lobby doors to the Constitution Plaza Clock Tower.
- ***You are not allowed to return to the building until the Fire Department has granted approval. Building Security will notify you when it is safe to return to the building.***

Evacuation Map



Phased Evacuation plan in the event of an Emergency, continued

Fire Emergency Exits

- Please familiarize yourself with the location of fire exits. There are two on each floor of both the North and South Buildings.
- ***Always use the stairwells during an evacuation.*** Passenger Elevators are not to be used and will be disabled at the Lobby Level.
- Pull stations are located near each emergency stairwell and at other locations on all floors.

Evacuation - Employees with Disabilities

- Employees with disabilities will not be evacuated from the Building until the Hartford Fire Department arrives on site and makes this decision.
- ***The designated evacuation route for employees with disabilities is the elevator lobby;*** otherwise known as the ***"Area of Assistance"*** on your floor. Employees with disabilities will await instructions from the Hartford Fire Department when they arrive and assume control as incident commanders.
- ***Employees with disabilities should have a colleague assigned to assist him or her.*** This can be one or more individuals who can assist employees with disabilities on the floor in gathering inside the elevator lobby area.
- Employees with disabilities and their colleague(s) should immediately establish contact with the Security Center using the Emergency Phone located in the elevator lobby. When the phone is answered by Security, state your name(s), the number in your party and your current condition or need for medical assistance.
- ***All floors are equipped with smoke evacuation and sprinkler protection systems***. In addition, all fire stairwells contain pressurization and ventilating systems designed to provide outside air into the stairwells.

Important Phone Numbers

Emergency – Police/Fire (may require dialing '9' first)	**911**
Routine – Hartford Police Department	**860.757.4000**
Routine – Hartford Fire Department	**860.757.4500**
Non-Emergency Ambulance (American Medical Response)	**860.527.1755**
State Police- Troop H	**860.534.1000**
DAS Statewide Security (Ray Philbrick, SSU Director)	**860.713.5811**
Security Console (Lobby)	**860.883.8857**
Konover Commercial Corporation Management Office	**860.951.4004**
Konover Commercial Corporation Management Office - 24 Hour	**860.951.4004**
Konover Commercial Corporation Engineering Office	**860.524.9858**

three

SECTION

our space

3

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Sample Office Floor Plan

Individual Spaces
- Individual Workstation
- Private Office
- Phone Booth

Group Spaces
- Shared Enclosed Conference Room
- Open Collaborative Area
- Break Room
- Shared Mail Room

Ancillary Spaces
- File Storage + Storage
- Restrooms
- Elevator
- Stairs

Collaborative Areas

Working in an open space environment fosters more collaboration, communication and interaction.

This is one of the reasons the State of Connecticut's design promotes an "open space" working environment. As we move into the new space we have the opportunity to think differently, work more efficiently, and collaborate more freely. ***A number of shared work settings have been integrated on each floor including: collaborative areas, conference rooms, and privacy rooms.***

Outdoor Plaza

The outdoor plaza can be used for impromptu meetings or for having lunch with co-workers.

There will be seating available on the patio. For special occasions, you must contact facilities to coordinate small events. There is absolutely no smoking and no BBQing allowed on the patio.

Conference Rooms

Each office floors' core area is outfitted with up to 3 conference rooms. All conference rooms in the building are available to all tenants. We've got a high demand for meeting space. This means observe your reservation times. Vacate the meeting on your designated time. Clean the room before you leave and return all chairs and erase all that brilliant brainstorming from the whiteboards. Don't forget to remove all food from the room. And please don't forget to notify the conference room reservationists if you change or cancel a meeting.

To help us respect each other and our space here are some Do's and Don'ts for Conference Rooms:

Do:

- Reserve your conference room via Outlook.
- Cancel your reservation if you no longer need it.
- Respect your meeting's start and end times.
- Clean up after your meeting – This means removing any food, drink, garbage, materials, papers, and anything else brought in for the meeting.

Don't:

- Reserve the room if you don't have an actual meeting scheduled just to 'save the space'. Impromptu meetings and huddles can be held in open collaborative spaces.
- Schedule video conference rooms for regular meetings. (This should be a last resort, as first priority will be given to those who need the video equipment.)

Privacy Rooms

There are two privacy rooms on each floor.

These rooms cannot be reserved and are intended to be used for private one on one meetings, personal phone calls, and as lactation rooms for new mothers. Privacy rooms are lockable.

Mail Rooms

Mail will be delivered to a central location on each floor. It will be the responsibility of each agency to distribute directly to employees or sort into employee cubbies in the mail room. Mail rooms may contain a copy machine, table for sorting mail, and miscellaneous agency specific machinery (envelope stuffer).

Break Rooms

Need a break or a place to eat your lunch?

Each floor will have one break area located close to the restrooms near the center of the building. All break rooms will be equipped with two refrigerators, two microwaves, filtered water bottle filler, two water fountains, 2 vending machines, (drinks and snacks) as well as tables and chairs for sitting.

There will also be beverage and snack vending machine as well as a water bottle filter with filtered water and 2 water fountains. Please note that small appliances like personal coffee makers and hot plates are not allowed at or within individual workstations. Current agency needs were taken into account when we planned for refrigerator space – so there should be plenty of room for your food and beverages, should you choose to use this space.

Just remember that the refrigerators will be completely cleaned out every Friday.

If you choose to eat elsewhere – please note that we have a full on-site cafeteria as well.

For more information on the on-site cafeteria,

please see section 3H.

Section 3: Cafeteria Sundry Shop

Cafeteria

BESB will be managing the cafeteria, which is completely renovated and will feature tables and chairs outside.

Menu items will include:

Grill, hot meals, salad bar, deli, grab and go

Phased Cafe Offering:

7/11/16	Coffee, Pastry, & Cooler Beverages
7/18/16	Coffee, Pastry, & Cooler Beverages
7/25/16	Coffee, Pastry, & Cooler Beverages & Pre made Sandwiches/Salads/Yogurt -Micro Market Style
8/01/16	Coffee, Pastry, & Cooler Beverages & Pre made Sandwiches/Salads/Yogurt -Micro Market Style
8/08/16	Deli and Grill Open
8/15/16	Deli and Grill Open
8/25/16	Full Service

Sundry shop

Looking for a gift or some State of CT swag?

The sundry shop is just the stop for you. The sundry shop is located on the plaza level of the North building, and sells items like T-shirts, hats, key chains, and bandanas etc.

four

SECTION

my space

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4

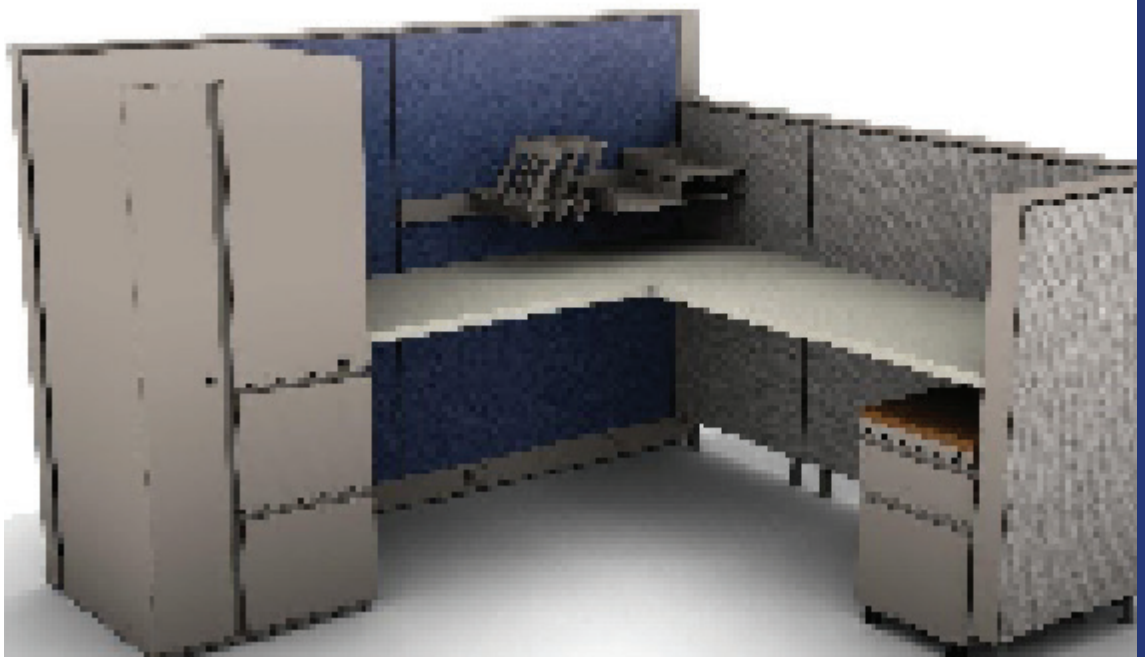
4A Section 4: The Workstation

Each workstation has a primary and secondary work surface, personal filing and storage, and an ergonomic task chair. Computer monitors can be positioned appropriately to reduce privacy concerns and/or potential distractions in the new environment.

There are five sizes of workspaces at 450 Columbus Boulevard.

- Size 1 for Line staff is 6x7 and approximately 42 sq. ft.
- Size 2 for Supervisors is approximately 84 sq. ft.
- Size 3 for Managers is approximately 120 sq. ft.
- Size 4 and 5 are private offices for Division Directors, Deputy Commissioners, and Commissioners.

Agencies are to work directly with DAS to make sure that any employee with a disability is accommodated in their given workspace, consistent with the requirements of the ADA.



The panel height, colors, and paper management accessories were chosen based on feedback received from employee representatives during the prototype experience.

The mixed panel height option allows more natural light to penetrate the office and provides greater access to window views. The blue color scheme was the overwhelming favorite, and each agency selected the different paint color on their accent wall to match their unique character. Each building occupant can select from 3 paper management accessory packages when they move in.

Personalizing your workstation:

Small personal touches such as family photos are allowed to help you personalize your workstation.

Remember that your workstation is a direct reflection of you. *For your safety and the safety of others around you, keep it neat and orderly. Knick-knacks and trinkets should be kept to a minimum to allow for cleaning staff to keep stations clean and dust-free. Personal items are not to spill out into aisles. Live plants, rugs, and fixtures from home are not permitted due to the impact on housekeeping and air quality. Small appliances like personal coffee makers and hot plates are not allowed at or within individual workstations.* ***DAS will be monitoring what comes into the new building and will continue to monitor for compliance as we settle in.***

- Please minimize the amount of stuff you bring into your work space.
- For your safety, no personal appliances (heaters, fans, refrigerators, lamps, lights, toasters, coffee pots, coffee warmers, etc.) are allowed to be brought into the facility. The addition of any electrical appliance requires approval by Facilities Services.
- Plants are not allowed into the facility.
- Small appliances like personal coffee makers and hot plates are not allowed at or within individual workstations.
- Please use your work station storage space, departmental file cabinets and archiving to minimize clutter and safety hazards.
- Please keep items on the lower surfaces in your work station so that they do not extend beyond the top wall of the work space.
- If you receive fresh flowers, please store them on a lower surface and bring them home at the end of the day.

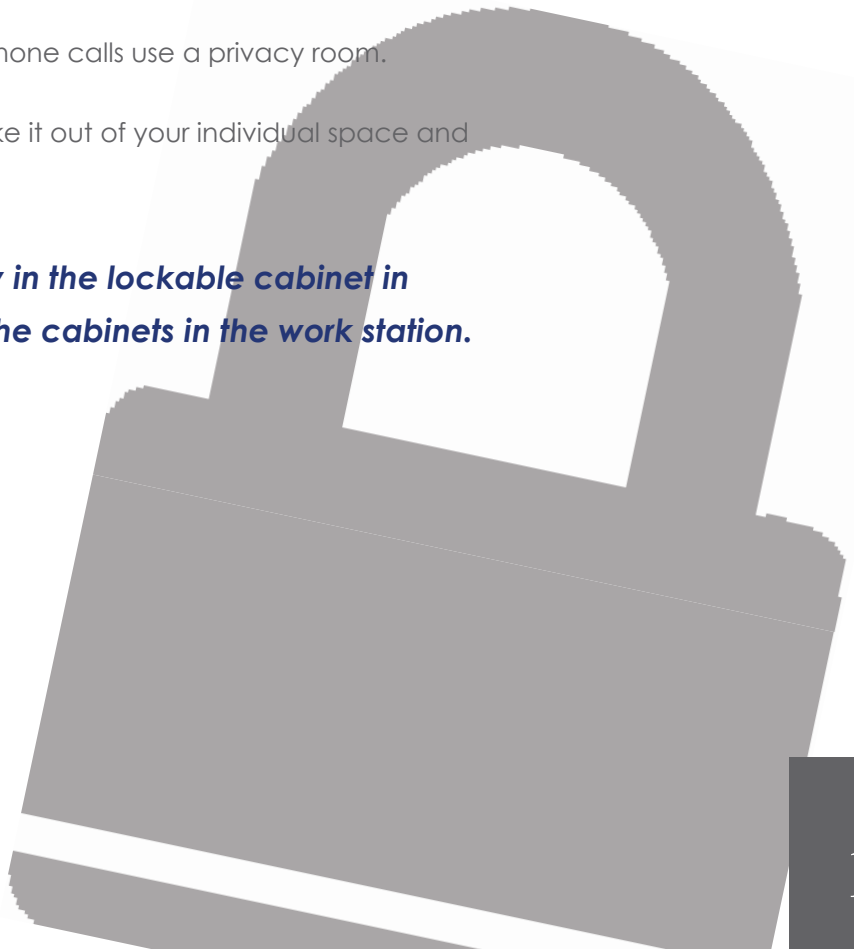
Please Contact Facilities Services for further information.

Confidentiality

There are times when confidentiality is very important. Here are a few tips to help you manage:

- When away from your desk or if overnight, you'll want to be sure to secure any confidential information in your drawers/cabinets.
- When leaving your space for long periods, put your computer on sleep or turn off the screen so confidential information can't be seen on your computer.
- When taking confidential or personal phone calls use a privacy room.
- For confidential or private meetings, take it out of your individual space and reserve a meeting space.

Personal items can be stored securely in the lockable cabinet in your area. Two keys are provided to the cabinets in the work station.



Health:

- ***Scents travel as easily*** as sounds over workstation walls. Scented personal products should be used in moderation, as others may have allergies.
- ***Food smells.*** There are many places throughout the building to enjoy your lunch or breakfast, including your own work space. Please be sure to clean up after yourself and consider avoiding foods that have strong odors.

While we encourage you to use the café areas, we understand that you may need to eat at your desk from time to time, so please just keep these tips in mind.

Work Styles

In an open work space, different work styles of colleagues are brought to the forefront.

It's important to have self-awareness about how you do your best work and also how that might impact others working around you. As you enter this new work space, it may call for a few adjustments to ensure that you have what you need to be productive but that you are supportive of your neighbors with either the same or differing needs. If in close proximity with your neighbors, it might be a good idea to chat about your work styles in advance to ensure that you have a good start to your work neighbor relationship. ***Remember to give your neighbors the same courtesy you expect in return. As a team, it will be important to establish some norms to respect each other's space and concentration.***

For more helpful tips *on working in an open work space see section* ***5G on managing Noise.***

Work Styles, continued

Help, I'm an introvert!

Introverts might be worried about an open office plan, however there are many strategies that you can use to ensure that the open space works for you. Here are a few things to consider:

- Set aside chunks of "alone time"- schedule time in the day when you can focus and work your best, perhaps arrive early in the day or stay later in the afternoon, or schedule a couple hours each day with no meetings where you can concentrate and recharge.
- Set personal goals for individual creativity and productivity; pursue them with discipline- To do lists, and daily goals will help you to stay focused.
- Set aside time to socialize. Schedule time each day that you can interact with your neighbors. As an introvert it can be easy to stay in your own space. Challenge yourself to socialize a bit each day- the kitchenette, mail boxes, and lounge spaces are great ways to create spontaneous interactions!
- Let your colleagues know what kind of work environment helps you to be successful. This will allow them to respect your work space "bubble" and be respectful of noise when you are in the office.

I love this, I'm an extrovert!

Extroverts may gravitate towards the space because of the openness and access to an increased amount of informal interactions with others. As an extrovert, you too will want to consider a few things in your new space:

- Be mindful of how much you socialize. There are a lot of opportunities for you to interact with others in the space- that's what it was designed to do! However be mindful of where you socialize, and what is happening around you.
- Set personal goals for individual creativity and productivity; pursue them with discipline- Setting daily work goals will ensure that you are not distracted by all the activity in the office and you can achieve your daily tasks.
- Working Side by Side- If you want to increase your interaction with others but still get work done, try the Side by Side. There are stand up table stations throughout where you can work next to others. This allows casual conversation but also allows you to complete your work.
- Let your colleagues know what kind of work environment helps you to be successful. By sharing your extroverted nature you can learn each other's styles and what's needed to ensure that you all have a comfortable environment.

Working with Others:

Common sense, courtesy, a "do unto others" mindset, patience and humor—all important qualities in making a pleasant working environment. Here are some potential issues and ways to mitigate them. Be a good neighbor and expect that others will be too.

- Ask others how they prefer to be contacted: face-to-face, email, instant messenger, Respect their preference and you'll get better responses to your questions.
- ***Keep private matters private.*** Move confidential matters to a private space.

Expansion opportunities

What if my team has new hires in the coming months or even years?

The move to 450 Columbus Blvd. has given us the opportunity to take future growth and expansion into consideration when planning the new space. Each floor within the building has been designed with future flexibility in mind.

For example; larger cubicles can be reconfigured into smaller cubicles using the same kit of parts, and/or file cabinets can be relocated to create more space for new hires. As part of the due diligence process, DAS and OPM continues to work on the 5-year growth plans with each agency.

five

SECTION

getting work done

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5

Booking Rooms

Collaboration should be easy in the new workplace… *and it will be* with the new room reservation system.

Rooms can be reserved directly from Outlook via a Crestron Booking system from your work station or at the room itself. Bookings will be displayed on a digital screen located outside each conference room that shows the duration of meetings and who has the room reserved. When booking a room, you will be able to see the technology package and size of the rooms available so you are assured a good match for the type of meeting you are hosting. There will be a protocol established so we know who has booked a room and when.

Printers and Fax Machines

Multi-Function Devices (MFD's) will be sprinkled throughout each floor of the building.

Please take a moment to locate the printer closest to your workstation.

AV and IT

The new workplace comes with exciting new technology for meetings and sharing content.

No more huddling around the speaker phone with larger groups: conference using smart phones and iPads by connecting to the ceiling mounted speakers located in several conference rooms. **Share your work seamlessly: using the wireless presentation system on new digital display makes it easy.** Flexibility is always a comfort: larger conference rooms can be split in half or combined to create a larger (or smaller) space. Do the same virtually with split screen technology that allows conferencing in multiple locations. Still don't have what you need? Never be without the hardware to make your work easier and more effective.

New technology is exciting, but we realize there can be a learning curve.

Have no fear, help is here! Knowledge and support are being provided along with your new AV equipment and technology. Several people in each division will receive training on new gear so they can be a resource to colleagues. There will also be a dedicated IT support person on call, in the building to help trouble shoot with issues.

Wireless Networks

Stay connected wherever you are in a secure way.

Wireless networks will be available throughout the new workplace. Conference rooms will be encrypted for the security of you and your guests. An access code will be generated and provided automatically simply by reserving the room with the Fusion system through Outlook so that ***you never have to search for or remember WiFi access codes***.

Section 5: Phones / Business Cards

Phones

Love that phone number you've always had?

Great!

The same carrier is being used,
and phone numbers will generally remain the same.

Business Cards

Each agency *is responsible for their own business cards.*

Climate Control and Lighting

Natural light and lighting are important factors for your comfort and connection to the outside world.

Your new workplace has been renovated with that in mind. Lighting designed to be comfortable and utilize daylight has been implemented to keep you energized throughout the day. ***The new space has also been equipped with new, digital thermostats to keep you comfortable in any season.***

Noise

A sound masking system has been installed in the building as well as the use of acoustical ceiling tiles and carpet designed to help regulate ambient noise levels, keeping them soft and muted, as people move and work throughout the space.

As neighbors, remembering that the sound will travel and being respectful to those around you will help to ensure that noise remains at a courteous level.

Noise

- Remember that speakerphones and work stations in open space don't mix. Use a headsets or go to a huddle room.
- Set the ring on your telephone to a low sound level.
- While in your workstation keep your cell phone off or on vibrate. If you keep your phone on vibrate, always bring it with you when you leave your desk so the vibration does not disturb others around you.
- Use a headset if you're listening to personal music, taking online training or viewing videos.
- Don't yell or speak across the work stations. Get up and move to other person's location.
- Be aware that if you are standing at your desk, your voice may carry further.

SECTION SIX

our neighborhood

6

the POWER of NEW

state of CONNECTICUT

Transportation

How do you get to work?

Whether you take a train or bus, carpool or ride alone- there are some route options that may make your commute a little easier each morning and afternoon.

Here are a few things to note regarding routes and resources for private and public transportation:

- ***By Car:*** Our building at 450 Columbus Blvd is located downtown between the Bulkeley and Founders Bridge, and can be easily accessed by interstate 84 and 91. ***For parking information, please see section 1.***

- ***CT Transit by Bus:*** The closest bus stop to our building at 450 Columbus Blvd. is "Columbus Blvd. and Kingsley". Please note that there are regular busses and fast track buses that operate around the area.

- ***Parking Incentive:*** There will be a parking incentive, ***(better parking spaces)*** reserved for those employees participating in a 3-person (or more) carpool.

For more information on up-to-date routes, schedules and lines, please refer to: http://www.cttransit.com/tripplanner/

For more commuting routes and options, please see CT Rides: http://ctrides.com/.

YMCA

Have you been thinking about joining a gym?

A brand new YMCA has opened downtown at 90 State House Square, Harford. Just a 5 minute walk from our new offices, the YMCA facility includes a 4-lane lap pool, indoor cycling studio, and boxing studio.

Operating hours

Monday-Friday 5am-9pm,
Saturday and Sunday 7am-1pm.

For more information
on the Downtown YMCA visit them online at
downtown YMCA.org or call ***860-522-4183.***

Neighborhood Amenities

A number of coffee shops and lunch spots are nearby including:

Ted's Montana Grill,	*35 Front Street*	*(860.692.1167)*
Spotlight Bistro, Bear's	*89 Arch Street*	*(860.724.3100)*
Ajamo		*(860.947.0799)*
New York Deli Market	*1 Constitution Plaza*	*(860.904.9687)*
NIXs Hartford	*40 Front Street*	*(860.373.9400)*

- *Many options are available inside the food court at State House Square*
- *The Cafeteria next door at The Hartford Steam Boiler Building is open to the public and offers a wide array of items*

Nail and hair salons

Bona Vita		*(860.560.8298)*
St. Pierre Hair Forum	*57 Prospect Street*	*(860.560.8280)*

Child Care

Joni's Child Care and Preschool,	*1 State Street*	*(860.549.2422)*

Check out:

Infinity Music Hall & Bistro *for dinner and a show*		*(866.560.7757)*
Riverfront Recapture *for festivals and concerts*	*50 Columbus Blvd.*	*(860.713.3131)*
Old State House *for tours and markets*	*800 Main Street*	*(860.522.6766)*

Sporting Venues

Want to catch a game?

The Hartford Yard Goats baseball stadium is located at 1214 Main Street, within walking distance of the new offices. ***The new Dunkin' Donuts Park will hold 6,000 spectators and we are hopeful it will open this summer!***

Group packages are available for dugout suites, party decks, and ballpark picnics directly from the Harford Yard Goats.

yardgoatsbaseball.com 860.246.GOAT (4628)

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FOR MORE

INFORMATION

VISIT

DAS.CT.GOV/450

State of Connecticut