

November, 2016 ....We're Moving!



450 Columbus Boulevard

# When are we moving?

- Construction and renovation continue to move forward on schedule.
- Seven agencies will be moving into the two buildings at 450 Columbus Blvd between June 2016 and March 2017.
- Statewide Security will be moving on June 10, 2016. DRS will start moving in July and CHRO in August.
- North building tenants will be moved in from top to bottom.
- We are scheduled to be moving into our new office space in November of 2016.



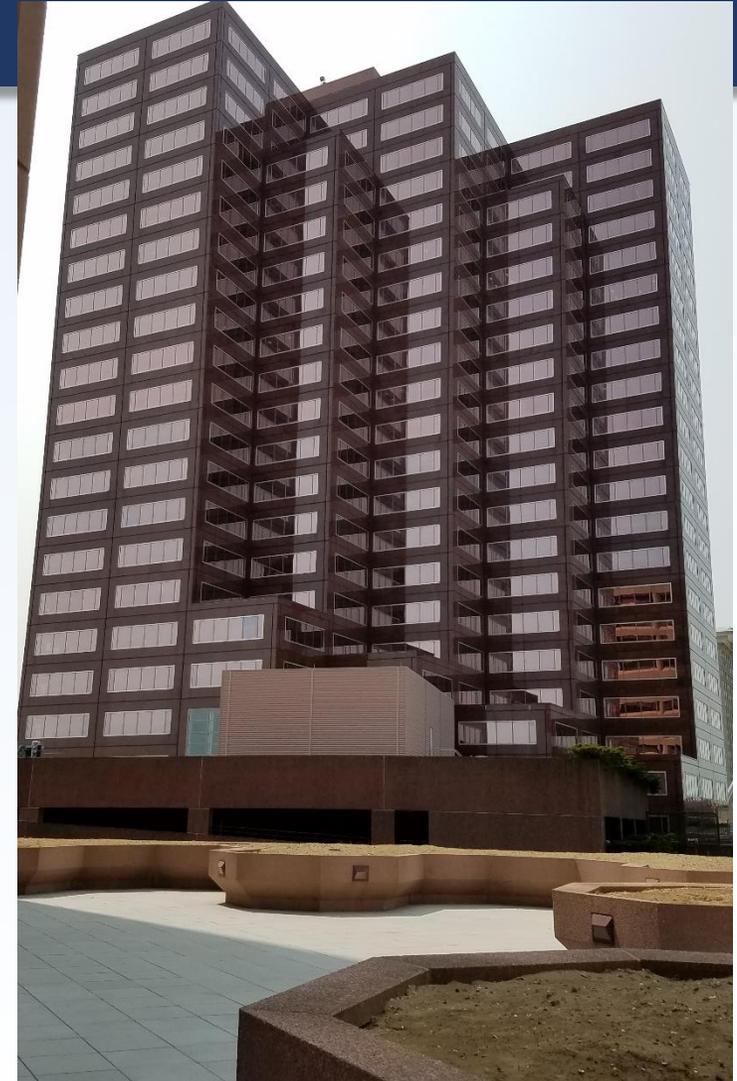
# What will we need to do to prepare for the move?

- **REDUCE!!!**
- Economize
- Have an open mind



# What's in the neighborhood?

- Welcome packets
  - Public transportation - DOT – Transportation Fairs
  - Restaurants
  - Walking distance to the waterfront



# Welcome Booklet

- Will include sections on
  - Emergency procedures, fire and life safety equipment, phased evacuation plans, etc.
  - The building itself, hours of operation, instructions on how to use destination elevators, floor plans, etc.
  - Our space, conference rooms, privacy rooms, break rooms, the cafeteria, etc.
  - Individual workstations, personalization options, confidentiality concerns, and expansion opportunities
  - How to: book rooms, use printers and fax machines, use AV and IT equipment, use VOIP
  - What else is around: transportation, YMCA, neighborhood amenities, sporting venues (go Yard Goats!)

# Parking

- Parking will be better
- 800 spaces underneath the building
- 2,200 in the Morgan Street Garage
- Additional open air parking will be available on Charles Street



# Additional Information

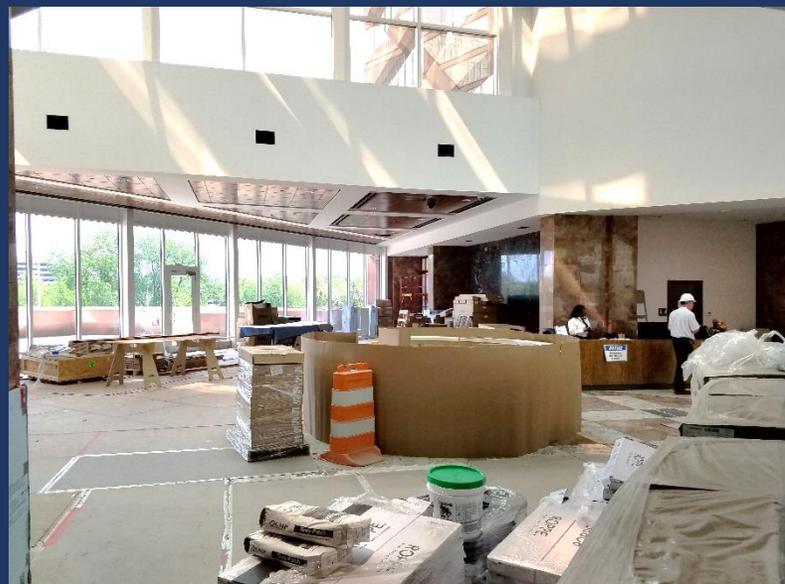
- Moving procedures have been established
  - Three weeks before we move, packing materials will be delivered
  - Each employee will get 3 boxes that will be moved by the movers
  - Packing must be done by COB on the day before we move
  - Movers will move our things starting at noon on an assigned day
  - On Monday morning, we all report to 450 Columbus, business as usual

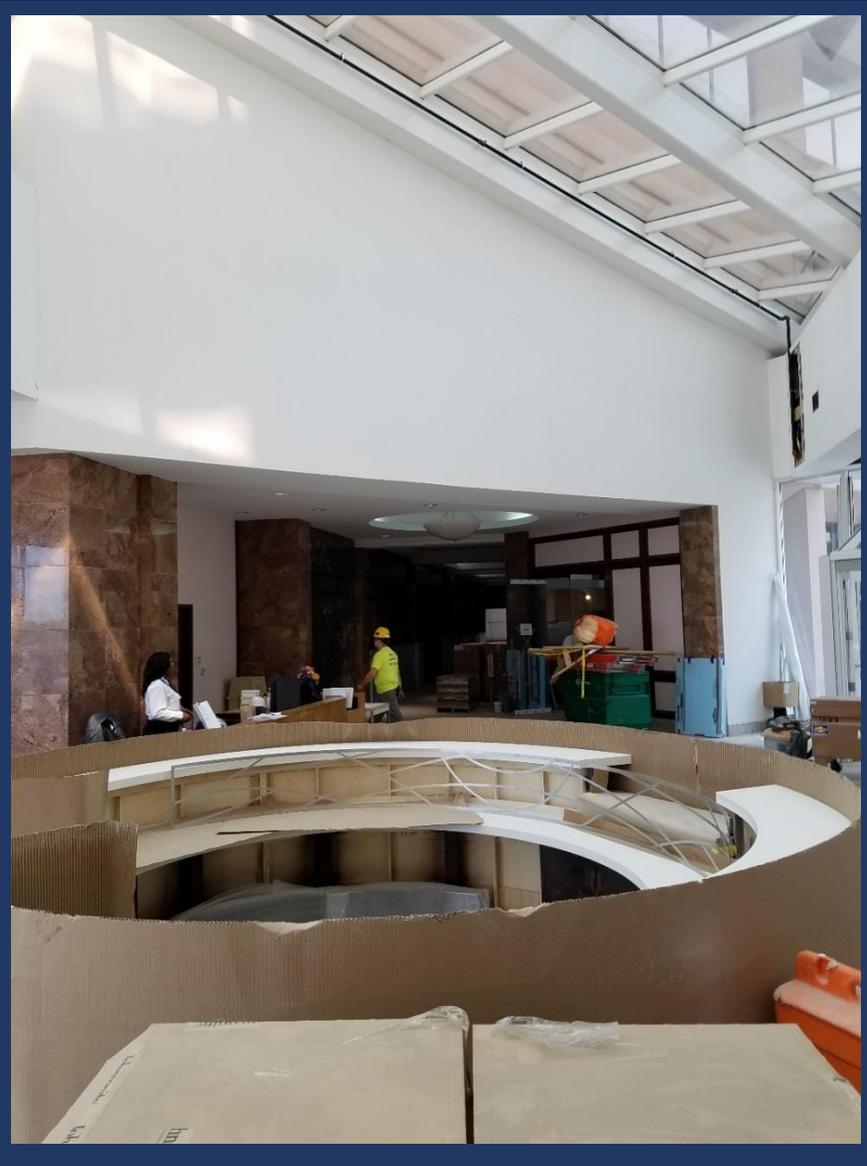
\*\*If any issues at all arise, there will be a troubleshooting station set up in the conference room on our floor. Issues with workstations, internet, parking, or anything else at all can be resolved there.

# Photographs

















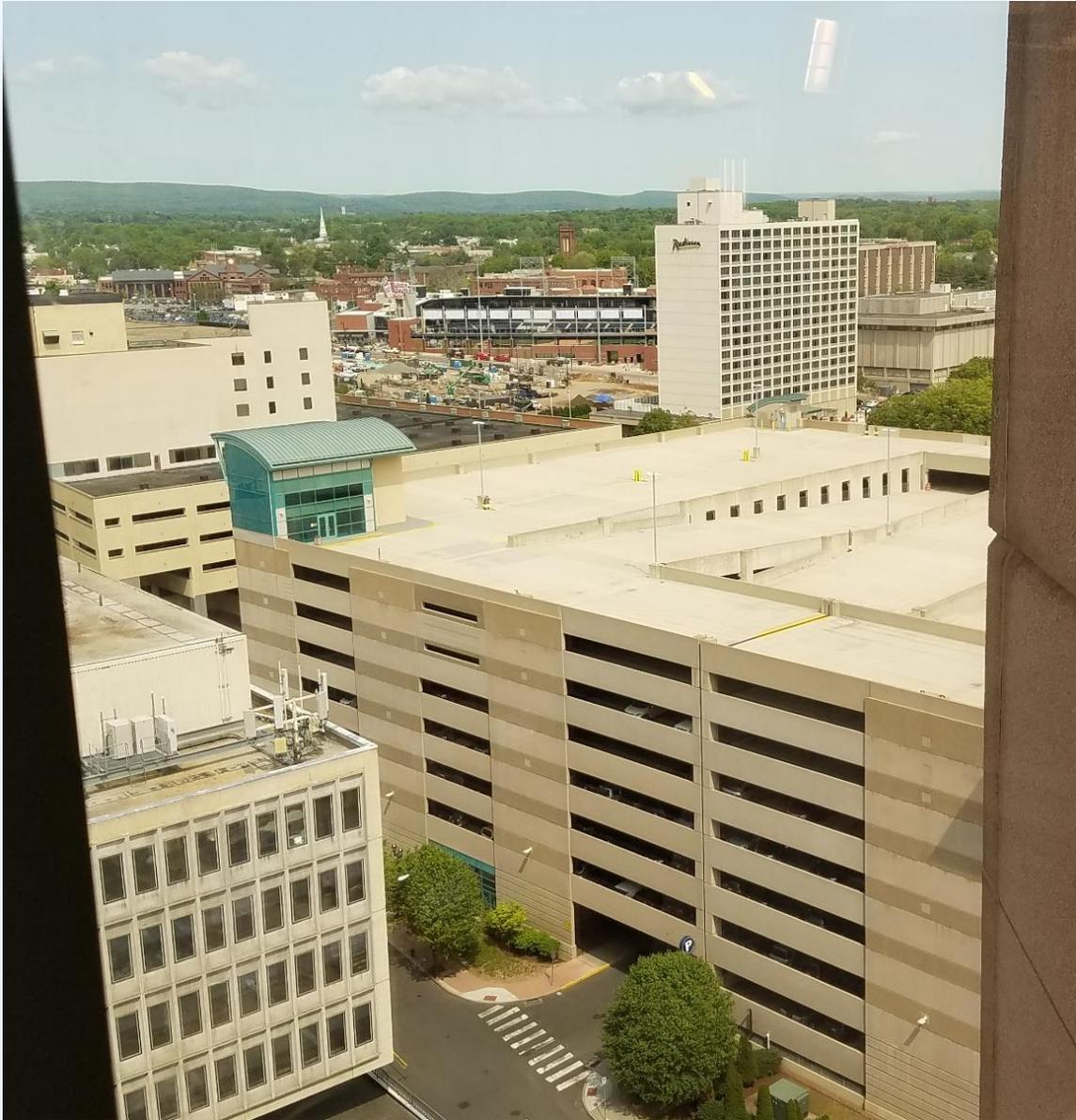














# Any Questions?



Also, special thanks to Jason Bowzsa in the Department of Agriculture. Jason put the presentation together and allowed us to borrow and tweak it for DAS' use.