

53 State Street Relocation

Frequently Asked Questions

Q Where are we moving to?

A 53 State Street, 11th Floor, Boston, MA
Fun Fact: This building is also called Exchange Place

Q When are we moving?

A The move will take place during the weekend of June 17, 2022 – however employees will need to pack their belongings in the weeks before this.

Please note that we will not be able to work in our existing office space from June 17, 2022 until we receive approval to occupy the new office space.

Q Will boxes be provided?

A Yes – boxes and bins will be provided. Bins will be available to employees from June 6, 2022, where as boxes are already available.

In the meantime, employees are encouraged to purge as much as possible, and to bring home any personal items ASAP. Cardboard boxes will be available with Jeanne to enable employees to bring items home ahead of the move.

Q Will labels be provided?

A Yes. Similar to our last relocation, labels will be provided that include your name and your new desk location. This way all of your belongings are at your new desk when you arrive – all you will need to do is unpack! Please note that anything that is coming with you will need to be labeled – monitor, phone, boxes or bins, etc.

Department labels will also be provided for items that will be stored in closets, file cabinets, etc. If you and your team are in need of these labels, please let Kerin McManus know ASAP.

Q What transportation options are near the new office?

A The new office space is highly accessible – located near the following stations:

- 0.5 Miles from South Station (9 minute walk)
- 0.5 Miles from North Station (11 minute walk)
- 200 Feet from MBTA State Street Stop (Blue and Orange Line)
- 0.3 Miles from MBTA Haymarket Stop (Orange and Green Line)
- 0.2 Miles from MBTA Government Center Stop (Green Line)
- 0.5 Miles from MBTA's Park Street Station (Green Line, Red Line)

Q What features does the new office space include?

A Our new space has been thoughtfully designed to enable innovation and cross-functional collaboration. This includes:

- 6 Large Conference Rooms (capacity of 8 to 20)
- 7 Small Conference Rooms (capacity of 5 to 7)
- 7 Phone Rooms (capacity of 2)

- Open Collaboration Tables
- Open Collaboration Soft-Seating Areas

The space will also be more accessible, featuring:

- 2 Kitchenettes
- Additional Restroom Facilities
- A Nursing Parent's Room
- Ergonomic Desks

The new office building also features:

- Secured Bike Storage
- A Roofdeck
- A Fitness Center
- On-Site Educational, Wellness, Community Service, and Social Programming

Q What about parking? Is there parking near the new office?

A Yes. There are a number of garages near the new office.

Q Will I need a new badge to enter the space?

A Yes – all employees relocating to 53 State Street will be issued 2 identification badges – one that will grant you access to the building and the elevators – and another (your Keolis badge) which will grant you access to the floor.

A plan for collection of existing badges and distribution of new badges is being developed and will be communicated in the next week.

Q When can we access the new space?

A The formal occupancy date will be determined by the building inspectors, who will issue our occupancy permit – however we anticipate that the space will be accessible on or before July 5, 2022 (hopefully sooner).

Please note that we will not be able to work in our existing office space from June 17, 2022 until we receive approval to occupy the new office space.

Q Will my mail be forwarded to 53 State Street?

A Yes – we are working to arrange for mail forwarding from 470 Atlantic Ave to 53 State.

Q Should I notify vendors that we are moving?

A Please speak to your department head as this process may already be in place, but it will be important for us to make sure we have spoken to everyone who needs to know that we have relocated.

Q What if I will be out when we are supposed to pack or unpack?

A If you will be absent around the time of the move, please make sure that you either make arrangements with a colleague for your belongings to be packed or unpacked, or that you use the cardboard boxes that are currently available to pack your belongings – this way you don't have to worry about when your items are unpacked. If you do use cardboard boxes, but you won't be here when labels are distributed (next week), please arrange for a colleague to place labels on your boxes (you can always write your name and 53 State on the box so your colleague knows what needs a move label as well).