



RELOCATION TO 53 STATE STREET

Today's Date: May 31, 2022

Target Move: June 17, 2022



KEOLIS

HOUSEKEEPING

-PLEASE MUTE YOURSELF

-QUESTIONS – Questions can be placed in the chat or you may raise your (virtual) hand at the conclusion of the presentation.

-Please email me questions that pertain only to you.



Introducing: 53 State Street

North American Headquarters are moving to 53 State Street, Boston, MA (11th Floor)

- + Space will be able to accommodate diverse working styles – will include formal meeting space, open collaboration space, accessible phone rooms. Varied furniture and layouts.
- + Space offers 2 kitchens, additional restroom facilities, more meeting space, and a nursing parents' room
- + Highly accessible via subway or bus – short walk from both North and South Station



RELOCATION

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- + Relocation will take place between **June 17, 2022 and June 30, 2022**
- + All of your belongings must be packed and labeled for relocation by close of business on **June 15, 2022**
- + Similar to past moves, bins*, boxes, and labels will be provided between **now to June 15, 2022**

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- + Over the course of the next week of so – please:
 - > **Begin packing your belongings**
 - > **Bring anything that you aren't sure about bringing home**
 - > **Go through storage areas that your team may have used over the years**
- + Personal storage will be slightly reduced in the new office space, so please be mindful of this as you pack/decide what to bring home
- + Desk assignments will be issued later today. Labels will be available this week.
- + Bins will be delivered by **Monday, June 6, 2022**. Cardboard boxes will also be made available for employees to use.

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- + Departments with paper files must work to review files, send whatever possible to Iron Mountain, and identify what needs to come to 53 State Street.
 - > File cabinet bins will be provided to accommodate hanging folders.
 - > Iron Mountain confidential disposal bins are available at 470 now.
 - > If you need to send items to Iron Mountain, please schedule a pick-up now. These take 2 weeks to coordinate. Boxes are available throughout the floor.

STORAGE

Keolis' North American Headquarters are moving to 53 State Street, Boston, MA (11th Floor)

- + Departments that currently access locked storage areas (i.e. Digital Solutions, Human Resources, Accounts Payable) will continue to have access to locked storage areas.
- + Each employee will have an under desk file cabinet and access to the long file cabinets that are currently in our space – all of these are coming to 53 State Street with us.
- + If you or your department have specific storage needs, please let me know via email after this call.

ACCESSING THE NEW SPACE

Keolis' North American Headquarters are moving to 53 State Street, Boston, MA (11th Floor)

- + Our **Safety & Security Team** is working to print new ID badges for everyone. Instructions on how to turn in your new badge in exchange for your old badge will be issued next week.
- + Please note that occupants of 53 State Street will be issued 2 badges – one building identification badge and one floor/Keolis identification badge.

QUESTIONS?