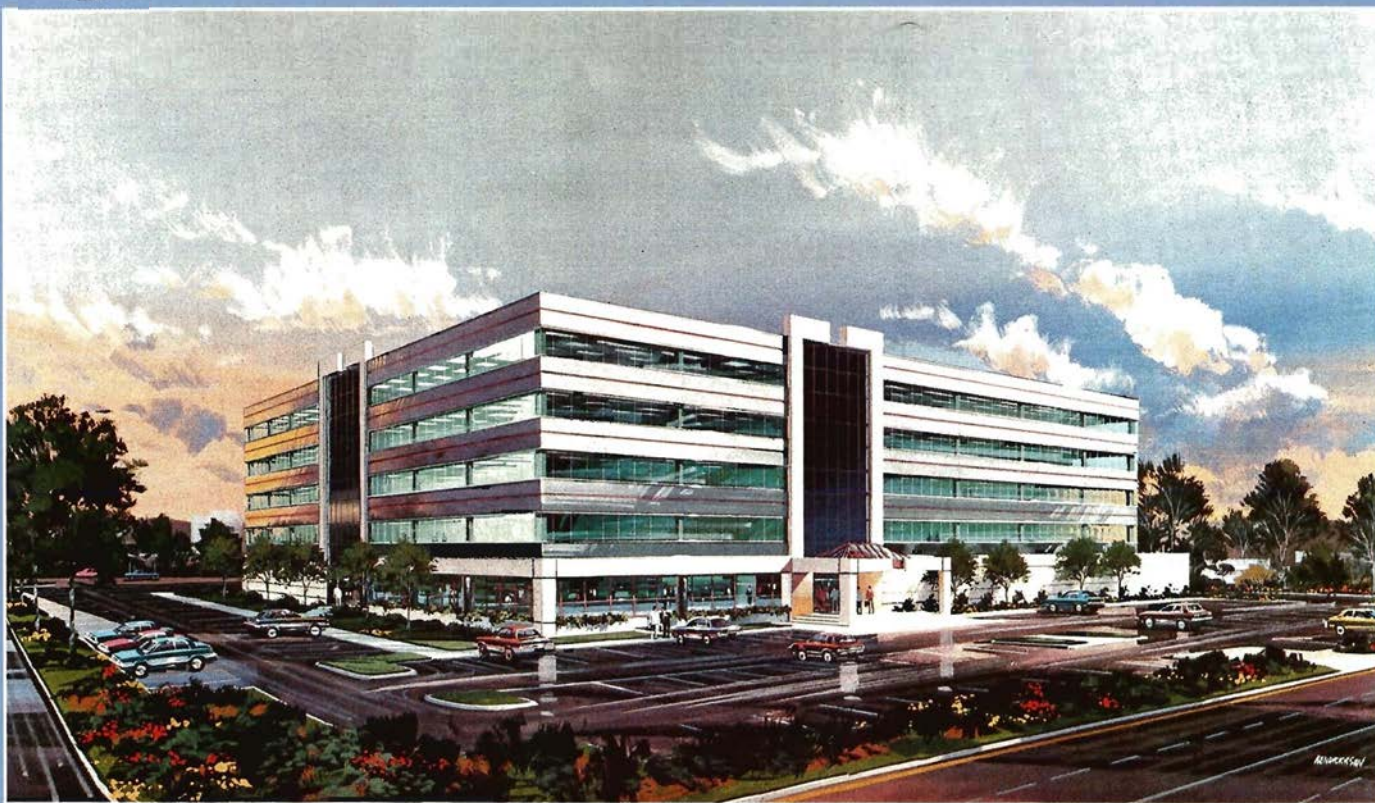




Federal Aviation Administration



Northwest Mountain Region Headquarters

WELCOME

I wish to personally welcome you to the Seattle FAA building, the new home of the Northwest Mountain Region Headquarters and Seattle area field offices. Years of planning, processing, and construction have gone into the design of a state-of-the-art building, which not only meets our needs today, but anticipates future office concepts.

We now have an inviting and comfortable environment in which to do our work. By any measure, our building is a model of effectiveness and efficiency and one that has already become the prototype for other FAA offices in the '90s. All non-ATC facilities in Seattle are located together, instead of being scattered from Boeing Field to Auburn, making it more convenient for the aviation public to do business with us and more economical for us to do business with them.

This handbook is your introduction to our FAA "home". It will answer many of your questions about the building and lists ways to get answers to questions you may have later. Please take a few minutes before you begin unpacking to read through it, and be sure to keep it handy for future reference.

I've always been proud of the high standards you bring to your work and I know you share that pride. Now we can be proud of how we look as well. Enjoy and take good care of your new "home".



Frederick M. Isaac
Regional Administrator
Northwest Mountain Region

August 1990

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LOCATION:

The new Seattle Federal Aviation Administration Building consolidates 32 regional and field offices from ten geographic locations into one new location at the corner of SW 16th Street and Lind Avenue in Renton. This is approximately six miles east of SeaTac Airport and 14 miles southeast of the City of Seattle.

MAILING ADDRESS:

(Name)
Federal Aviation Administration
(Division/staff/office name and routing symbol)
1601 Lind Avenue Southwest
Renton, WA 98055-4056

TRAVEL DIRECTIONS:

FROM THE SOUTH: Take State Route SR-167 (Valley Freeway) North to the SW 43rd Street Exit. Turn left (West) to Lind Avenue SW. Turn right (North) and proceed approximately 1.5 miles to SW 16th.

FROM THE EAST, NORTH OR WEST: Proceed toward Renton on Interstate I-405. At Exit #2 (Rainier Avenue South Exit) go North one block to South Grady Way. Turn left (West) on South Grady Way and proceed approximately 6 blocks to Lind Avenue SW. Turn left (South) and go approximately 4 blocks over the I-405 overpass to SW 16th.

WHAT'S NEW ABOUT THE FAA BUILDING

AIRLINE TICKETS: Airline ticket requests are handled by Travel Center contractor personnel, located in the first floor Supply Center area. All ticket services, including reservations, printing, and assembling of the tickets are provided on-site, improving service for FAA travelers. The contractor also handles personal travel arrangements at no extra cost.

CABLING: The entire building has been pre-cabled during construction. The latest state-of-the-art cabling has been installed in cable tray "race tracks" in the ceilings and is connected to the Local Area Network (LAN) rooms on each floor. The cable itself is a composite of the familiar copper wire and the more advanced fiber optic cable. All cable, except for the first floor, comes through floor "poke thrus" and is fed into the systems furniture cable raceways at the bottom of the vertical panels. Each work station is cabled for data and voice communication, including future applications of fiber optics.

CAFETERIA: A full service cafeteria is operated by the State of Washington's Department of Services for the Blind. The facility, located in the Northwest corner of the first floor, operates from 6:30 a.m. to 3:30 p.m., and offers hot grill items, hot entrees, a salad bar, soups, freshly prepared sandwiches, desserts, snacks, etc.

Vending machines are available at all hours, just outside the cafeteria entry. The dining area is always open for off-hours eating. An open-air patio with table seating is available adjacent to the cafeteria. Call-in and take-out orders may be placed by calling extension 1199.

Employee microwave and temporary refrigerator storage is provided for "brown bag" lunches, just inside the cafeteria entrance. An enclosed dining area is provided for office functions which include serving of food.

CREDIT UNION: The FAA Federal Credit Union, which is based in Los Angeles, is located on the first floor, beside the cafeteria. The operating hours are 9 a.m. to 4 p.m. every work day except Wednesday, when the hours are 10 a.m. to 4 p.m.

The following services are provided: checking accounts, regular saving accounts, IRAs, certificates of deposit, "Club" accounts, money-market accounts, traveller's checks, and a notary service. A cash machine may also be provided, but was not firm at the date of this printing. A variety of consumer loans are also available, including: auto/boat/motor home loans, 2nd mortgages, signature and credit card loans.

HANDICAP ACCESS: The FAA Building is designed to provide handicap access throughout, including entrances, corridors, cafeteria, restrooms, etc.

LOBBY: The lobby, located in the front of the building on the North side, provides a meeting place for visitors, a locator directory, and a reception area where visitors can contact FAA personnel upon arrival. After gaining some experience with this larger building, a "touch-screen" information center or a receptionist may be provided in this lobby area.

MEDICAL CLINIC: Initially, occupational health care services are not available. A medical clinic area has been built and when staffing becomes available, occupational health services can be provided. During the interim emergency needs should be referred to Renton Medic 1, dial 9-911. The Medical Division should be advised about these emergencies on extension 2300.

PHYSICAL FITNESS CENTER: The center is located on the first floor on the East side. The center is equipped with women's and men's locker rooms, including showers; a carpeted area with exercise machines and light weight exercise equipment, including a universal gym, stationary cycles, free weights, rowing machine, cross country trainer and more; and a hardwood floor area for aerobics and other uses.

The fitness center is not currently supervised or secured, and can be used only by FAA employees.

SERVICES: Most Logistics services are dispensed from the first floor Supply Center area including mail, supplies, airline tickets, imprest, Diner's Club, third party checks, and equipment check-out. Other services, such as vehicle dispatch, building maintenance, furniture/equipment inventory and transportation services are provided from the Logistics Division area on the third floor.

SMOKING AREAS: The FAA building is smoke free. A sheltered smoking area with seating is provided just outside the West entry of the building. Also, a portion of the patio is designated as a smoking area.

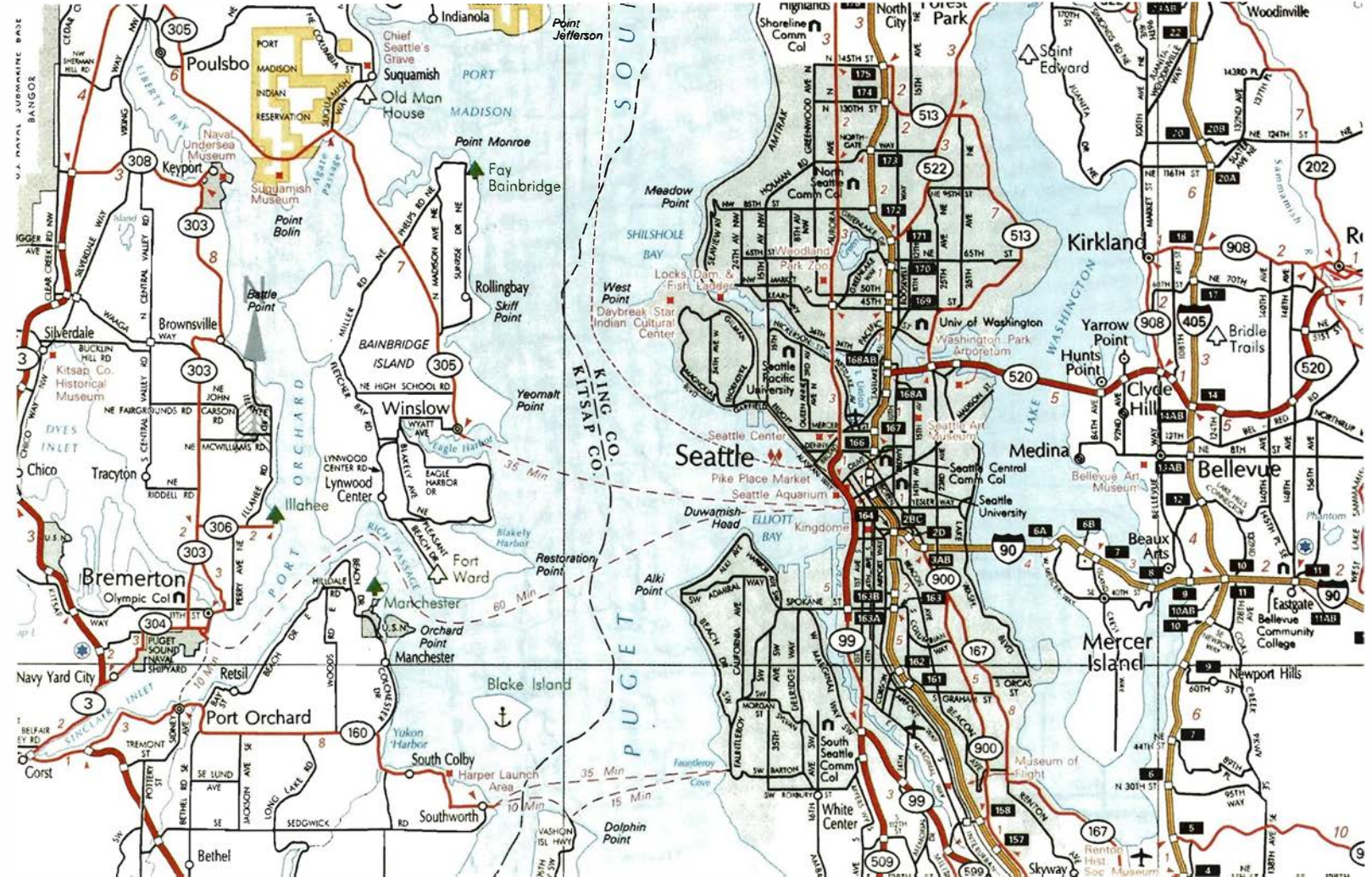
SYSTEMS FURNITURE: The "open space" design of this building provides for more light and better communication among colleagues and organizations. There are few floor-to-ceiling walls, except for meeting rooms and a limited number of private offices. Many of these have been placed on the inside core to enhance the open space. Working in open space means advantages in quick access to others and increased light and air circulation. In combination with the building's non-smoking policy, a pleasant and airy work environment is present.

The systems work stations are designed to suit the professional needs of our diverse work force. There are different basic designs for different work and storage needs. Placement of specialized work tools allows each person to "customize" their work place to suit their individual needs.

The panel heights were selected to afford maximum privacy, yet still maintain an open environment. These panels have a high acoustical rating to suppress noise. However, where light and air circulate freely, so may noise. Consideration in keeping your voice at a normal level when speaking on the telephone or to visitors, using a room when meeting with three or more people, sitting while carrying on conversation, and generally respecting the privacy of those around you are essential in maintaining a productive work environment.

Each work station is provided with voice and data cabling. Electrical power is also provided through floor fed power feeds and the integrated electrified panels. The electrical power is further divided into regular power outlets and dedicated power outlets (orange in color) for computer plug in only.

Systems furniture facilitates moving people rather than furniture. Small moves to accommodate program needs can be accomplished by moving files and equipment among similar work stations. Larger moves, when amply supported by organizational needs, can also be accomplished more efficiently by taking advantage of standard computerized floor layouts used to develop the building's initial space design.





INDUSTRIAL AREA
THE BOEING COMPANY

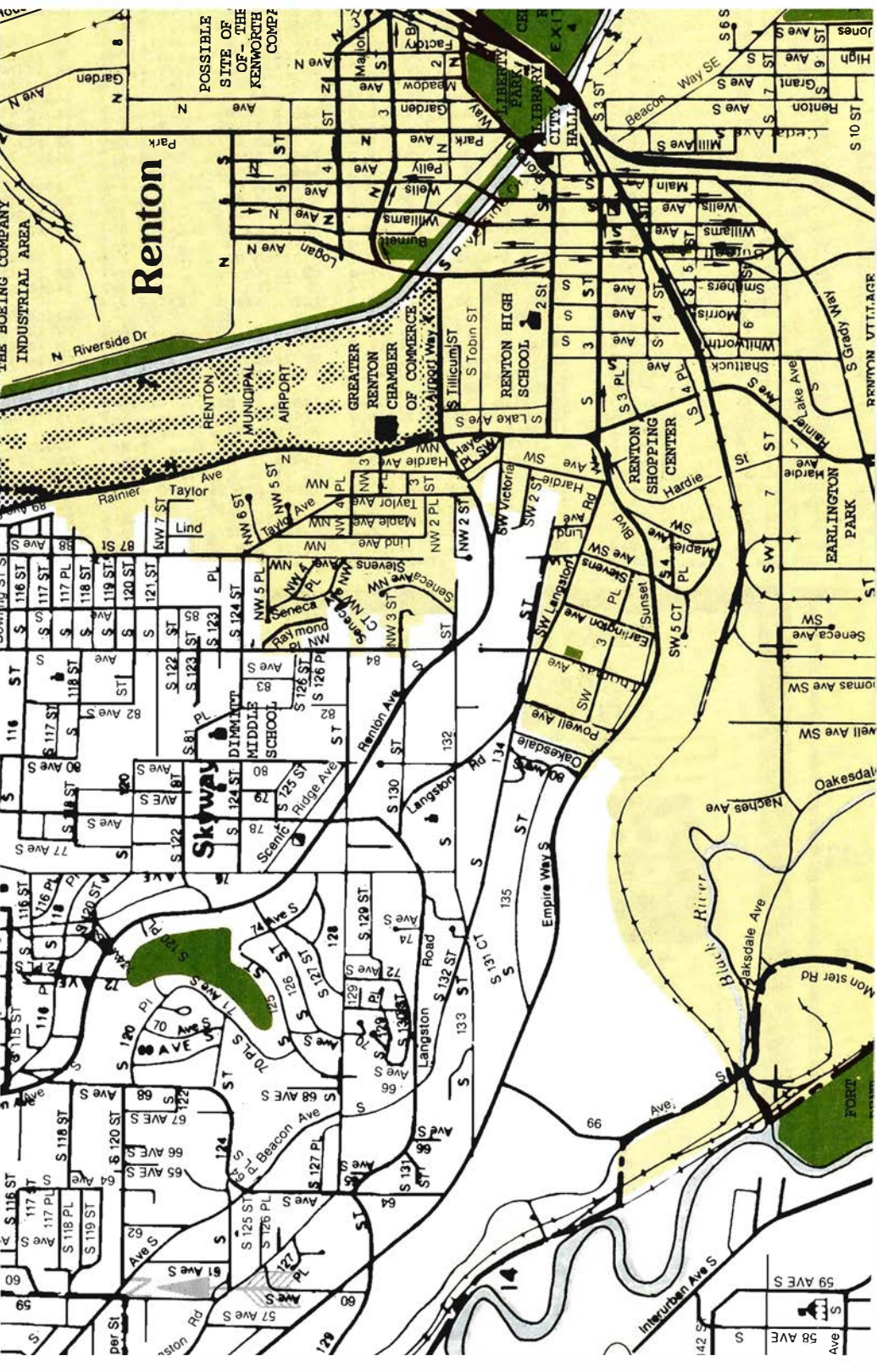
Renton

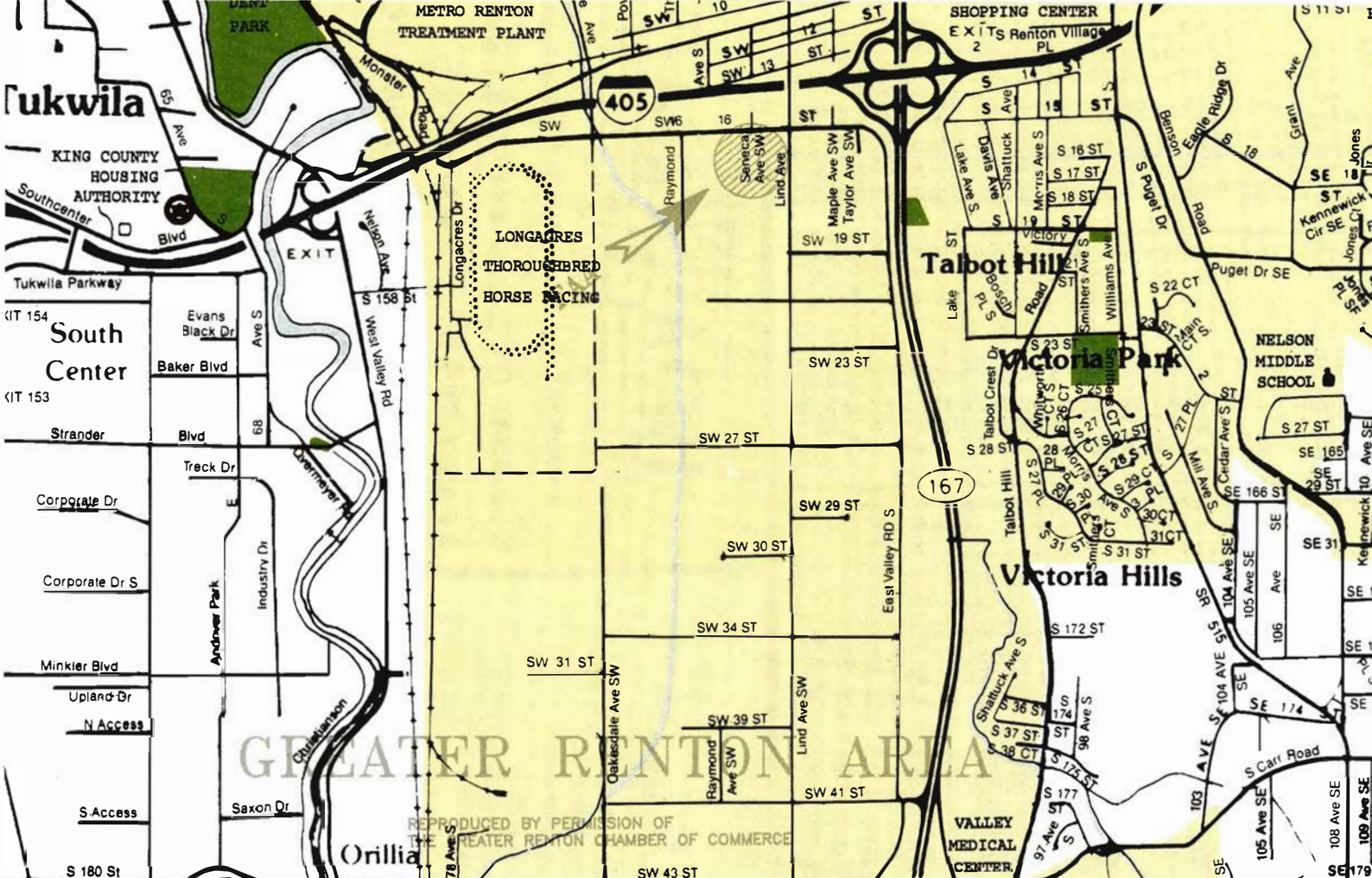
POSSIBLE
SITE OF
OFFICE OF THE
KENTON
COMPTON

RENTON MUNICIPAL AIRPORT
GREATER RENTON CHAMBER OF COMMERCE
RENTON HIGH SCHOOL

RENTON SHOPPING CENTER

EARLINGTON PARK





Tukwila

KING COUNTY HOUSING AUTHORITY
Southcenter

South Center

Strander Blvd

Corporate Dr

Corporate Dr S

Minkler Blvd

Upland Dr

N Access

S 180 St

PARK

METRO RENTON TREATMENT PLANT

405

LONGACRES THOROUGHBRED HORSE RACING

GREATER RENTON AREA

REPRODUCED BY PERMISSION OF THE GREATER RENTON CHAMBER OF COMMERCE

SHOPPING CENTER

Talbot Hill

Victoria Park

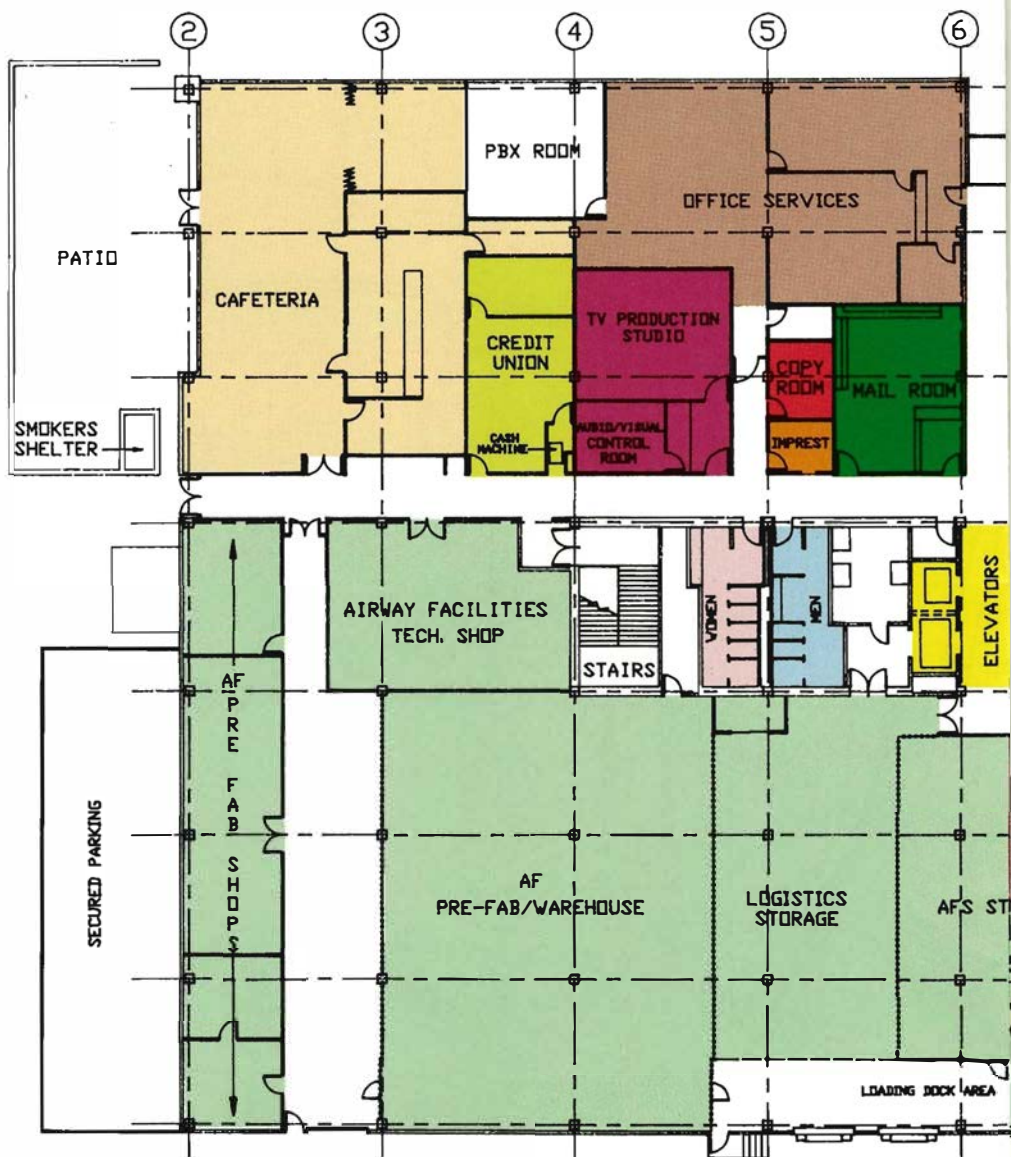
Victoria Hills

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VALLEY MEDICAL CENTER

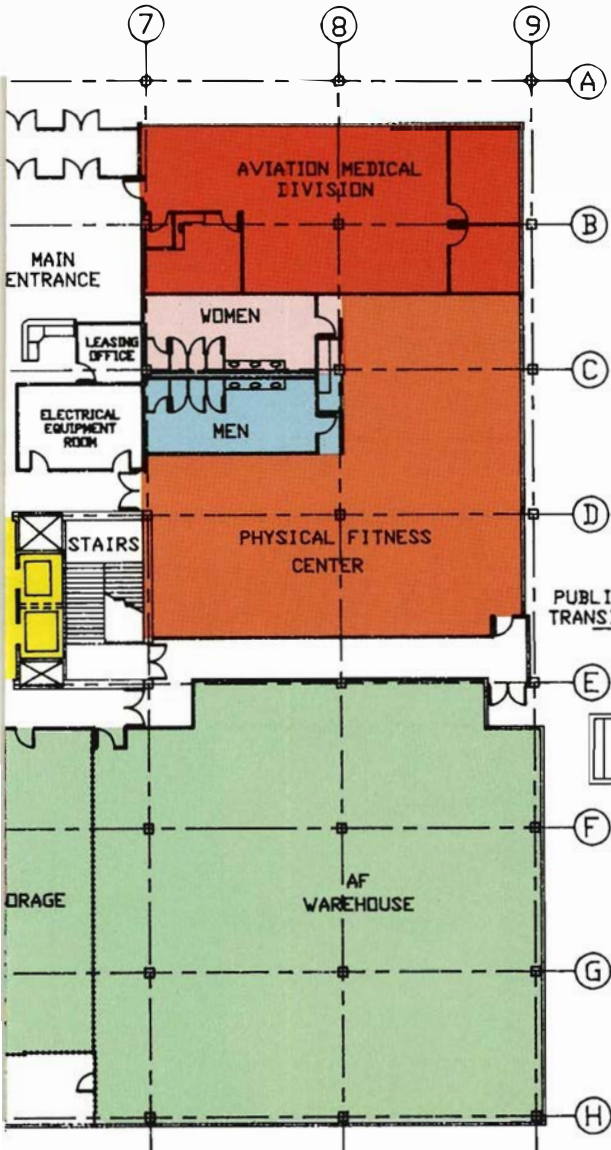
NELSON MIDDLE SCHOOL

SW 16TH

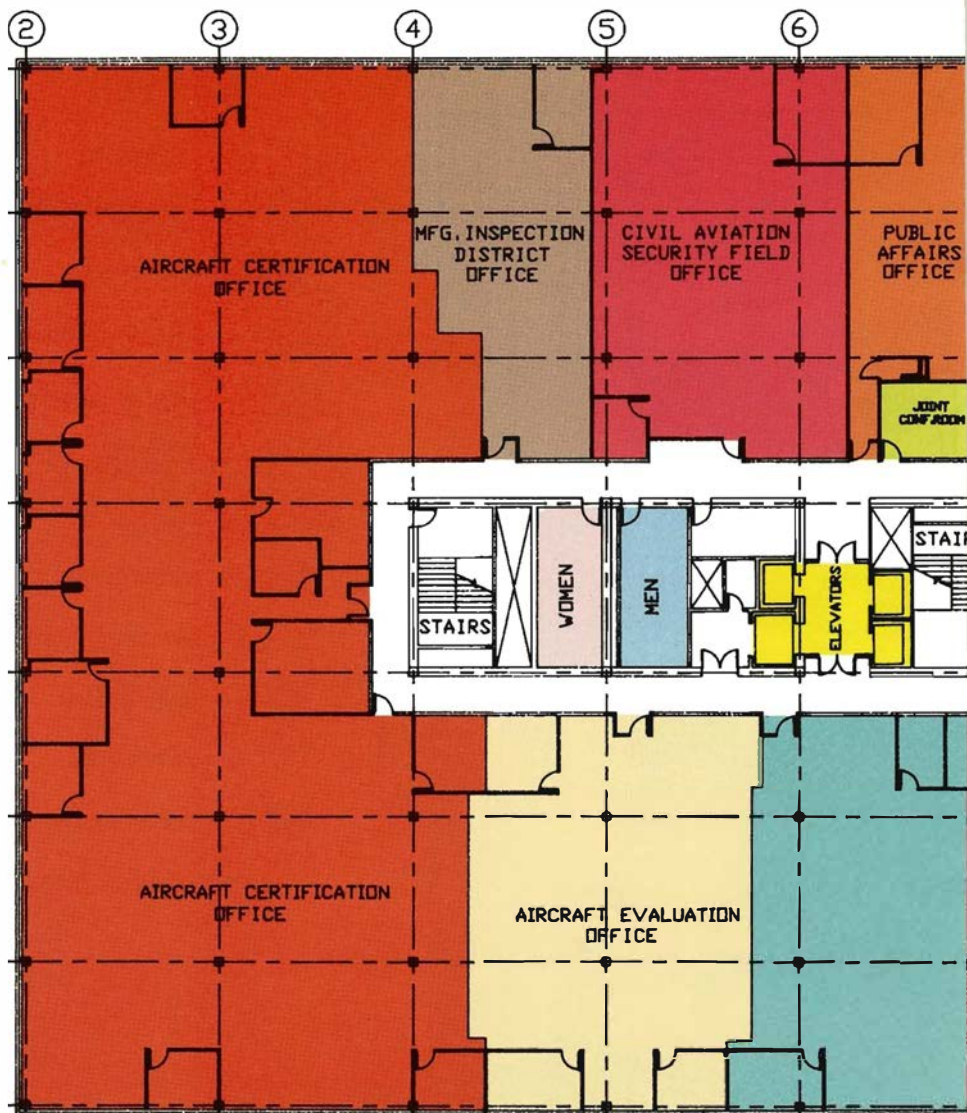




1ST FLOOR














- (L) — CAFETERIA
- (I) — T.V. PRODUCTION STUDIO
- (N) — MAIL ROOM
- (D) — CREDIT UNION
- (A) — OFFICE SERVICES
- (V) — AVIATION MEDICAL DIVISION
- (E) — PHYSICAL FITNESS CENTER
- (N) — COPY ROOM
- (U) — IMPREST CASHIER
- (E) — WAREHOUSE
- ELEVATORS
- MENS RESTROOM
- WOMENS RESTROOM

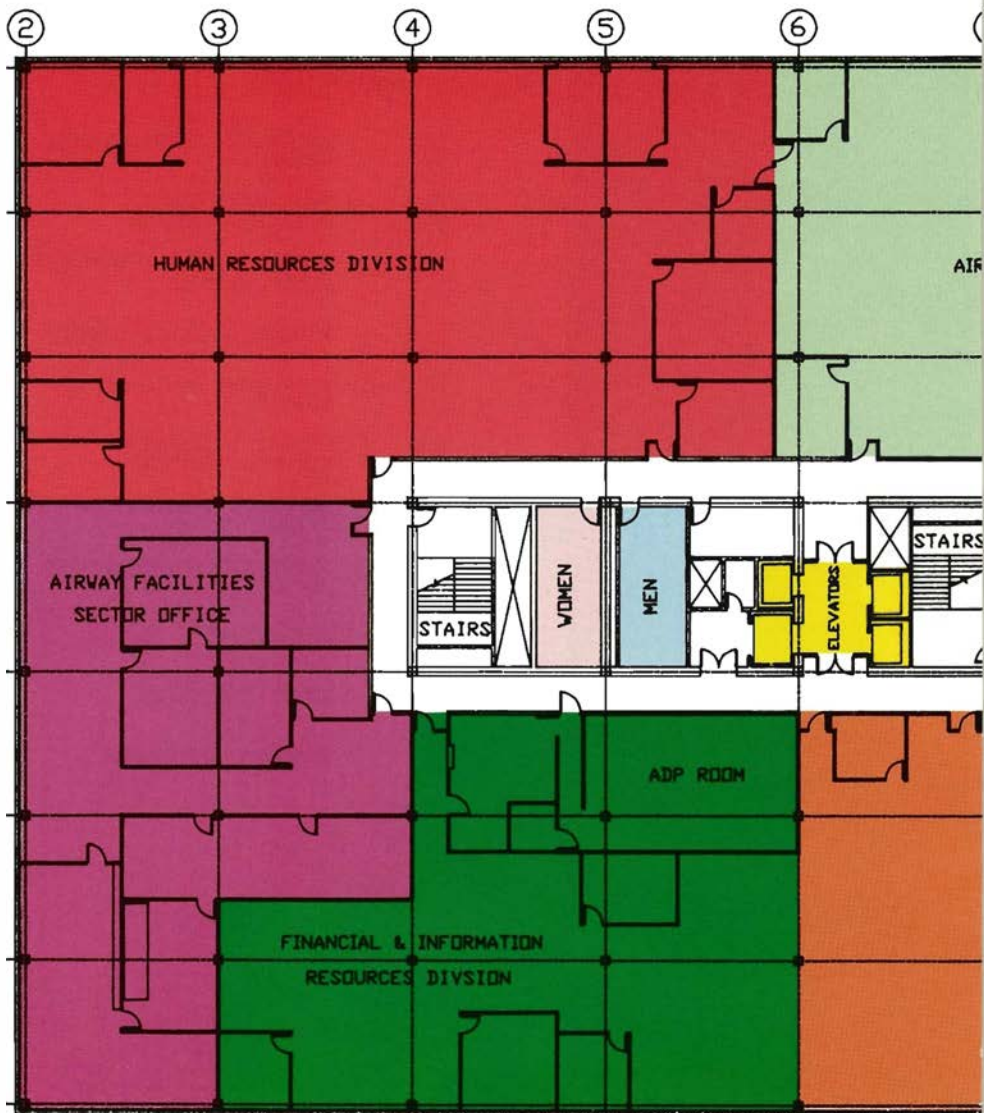




2ND FLOOR

-  — AIRCRAFT CERTIFICATION OFFICE
-  — MFG. INSPECTION DISTRICT OFFICE
-  — CIVIL AVIATION SECURITY FIELD OFFICE
-  — PUBLIC AFFAIRS OFFICE
-  — AIRPORTS DISTRICT OFFICE
-  — FLIGHT STANDARDS DISTRICT OFFICE
-  — AIRCRAFT EVALUATION OFFICE
-  — JOINT USE CONFERENCE ROOM
-  — ELEVATORS
-  — MENS RESTROOM
-  — WOMENS RESTROOM












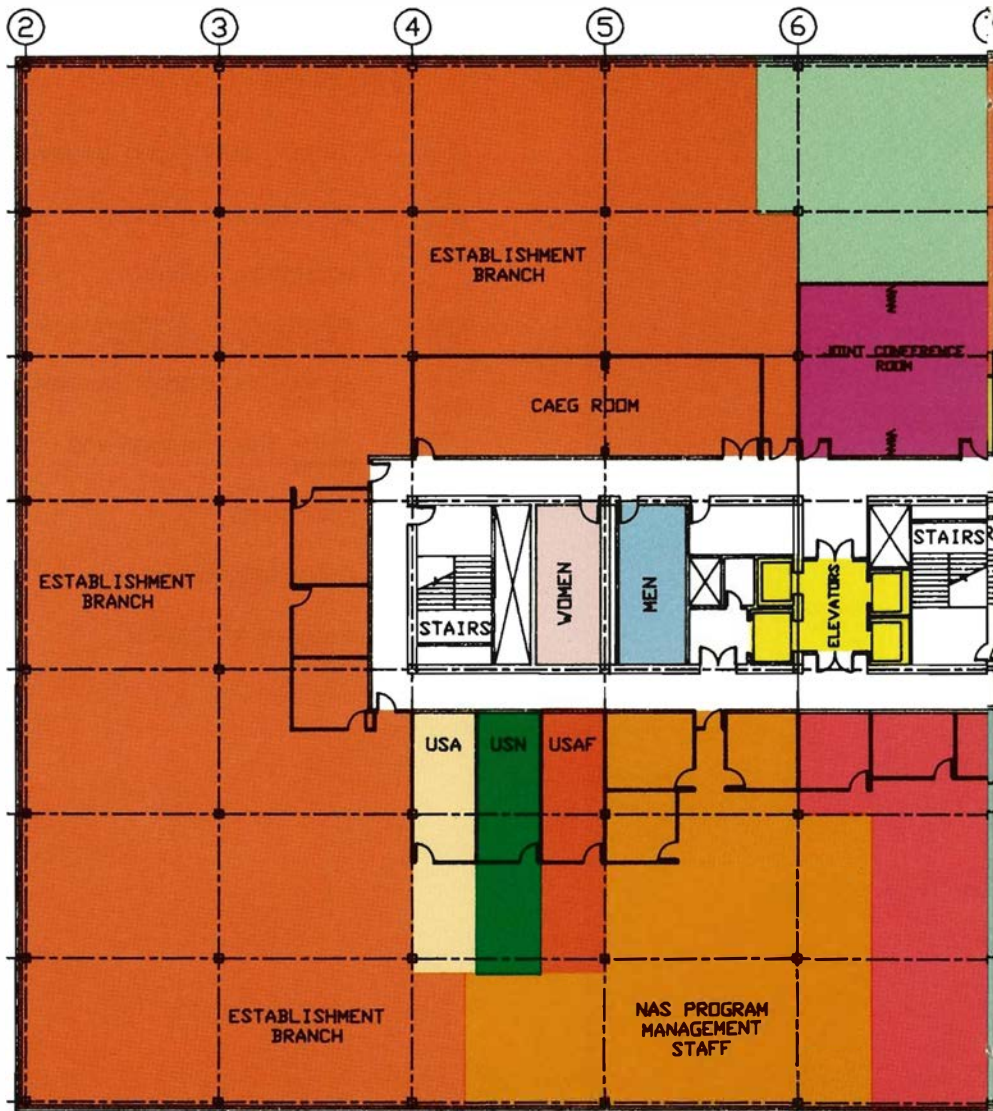




3RD FLOOR

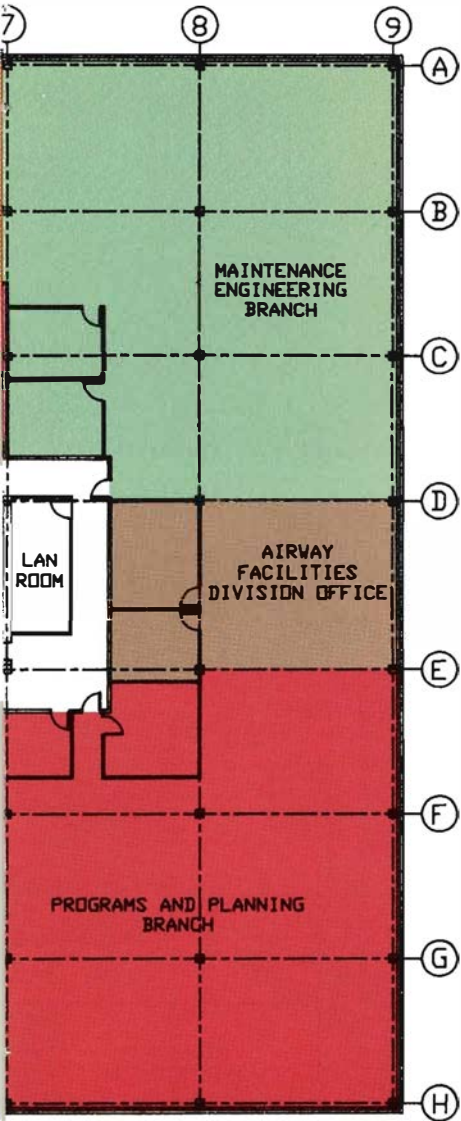


-  — HUMAN RESOURCES DIVISION
-  — AIR TRAFFIC DIVISION
-  — LOGISTICS DIVISION
-  — FINANCIAL & INFORMATION RESOURCES DIVISION
-  — AIRWAY FACILITIES SECTOR OFFICE
-  — JOINT USE CONFERENCE ROOM
-  — ELEVATORS
-  — MENS RESTROOM
-  — WOMENS RESTROOM





4TH FLOOR



-  — AIRWAY FACILITIES DIVISION OFFICE
-  — NAS PROGRAM MANAGEMENT STAFF
-  — PROGRAMS AND PLANNING BRANCH
-  — ESTABLISHMENT BRANCH
-  — MAINTENANCE ENGINEERING BRANCH
-  — U.S. ARMY MILITARY LIAISON
-  — U.S. NAVY MILITARY LIAISON
-  — U.S. AIR FORCE MILITARY LIAISON
-  — JOINT USE CONFERENCE ROOM
-  — ELEVATORS
-  — MENS RESTROOM
-  — WOMENS RESTROOM

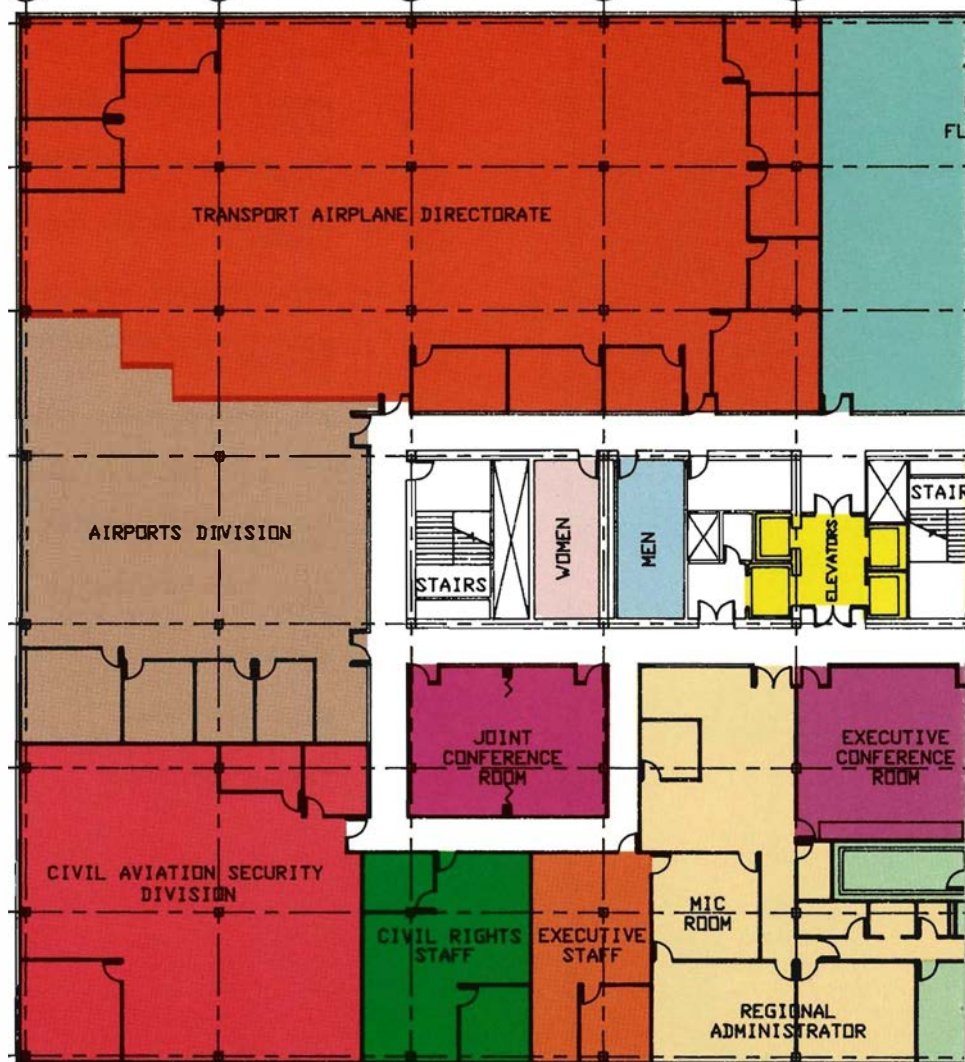
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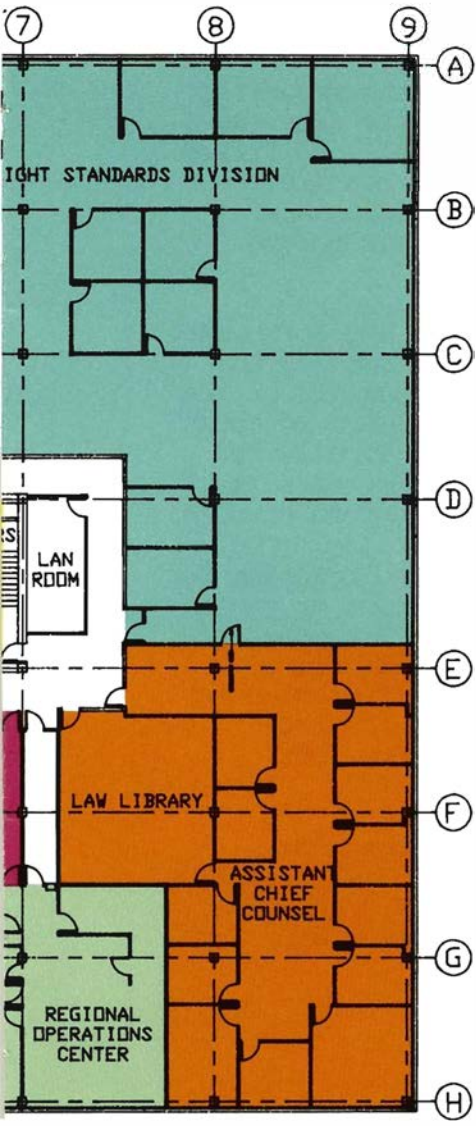
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5TH FLOOR



-  — TRANSPORT AIRPLANE DIRECTORATE
-  — FLIGHT STANDARDS DIVISION
-  — ASSISTANT CHIEF COUNSEL
-  — REGIONAL OPERATIONS CENTER
-  — REGIONAL ADMINISTRATOR
-  — EXECUTIVE CONFERENCE ROOM
-  — EXECUTIVE STAFF
-  — CIVIL RIGHTS STAFF
-  — CIVIL AVIATION SECURITY DIVISION
-  — AIRPORTS DIVISION
-  — JOINT USE CONFERENCE ROOM
-  — ELEVATORS
-  — MENS RESTROOM
-  — WOMENS RESTROOM

WHAT'S NEW ... (CONTINUED)

SUPPLIES: Hours of operation are 7:30 a.m. to 4:00 p.m. All office supplies are issued from the supply center, either by LAN mail request or written requests, if you do not yet have access to the LAN. Supply personnel will fill requests and notify the requester by phone or LAN when the supplies are ready for pick-up. Walk-in requests will be filled as needed, but should be kept to a minimum. Publications, directives, and forms are available on a self-service basis during normal Supply Center hours.

TELEVISION PRODUCTION STUDIO: The Northwest Mountain Region's television studio is the first FAA owned and operated facility of its type in the agency. The studio and adjacent control room are designed specifically for audio/visual recording and incorporate the latest state-of-the-art equipment to produce quality corporate video productions. The facility can produce video taped programs for employee information, instruction, or public service purposes. It can also broadcast to employees throughout the building via a closed circuit cable TV system and broadcast live via commercial uplink and the FAA Satellite Network to over 35 locations nationwide.

The television facility is managed and operated by the Public Affairs Office, ANM-5. Those wishing to utilize the TV production capabilities should contact the studio manager on extension 2005.

**WHOM DO I CALL FOR EMERGENCIES,
COMMUNICATIONS, AND BUILDING ANSWERS AND ACTION?**

The Logistics Division is responsible for the overall operation of the building. Questions or concerns about janitorial services, heating or air conditioning, electrical, elevator services or any other issues relating to the building or its exterior is the responsibility of the Building Manager in the Office Services Section.

TELEPHONE NUMBERS

	<u>Ext.</u>
Building Maintenance	2053
Computer Equipment	2FIX
Duty Officer	Internal 0 External 227-2000
Fire, Police, and Medical Emergencies	9-911
Medical Clinic (FAA)	2300
Office Services	2853
Security	2700
Telephone Services	2443

Conference room reservation sign-up books are available in the Supply Center on the 1st floor.

ORGANIZATIONAL DIRECTORY/TELEPHONE NUMBERS

ORGANIZATION	PREFIX	EXT.	FLOOR
	Comml:	227-	
	FTS:	392-	
Air Traffic Division		2500	3
Aircraft Certification Office		2180	2
Aircraft Evaluation Office		2280	2
Airports District Office		2661	2
Airports Division		2600	5
Airway Facilities Division		2400	4
Airway Facilities: Pre-Fab Shop		1454	1
Airway Facilities: Pre-Fab Whse		1453	1
Airway Facilities: Tech Shop		1455	1
Airway Facilities: Warehouse		1452	1
Airway Facilities Sector Office		2630	3
Airway Facilities Sector Whse		1480	1
Assistant Chief Counsel		2007	5
Aviation Medical Division		2300	1
Cafeteria		1199	1
Civil Aviation Security Division		2700	5
Civil Aviation Security			
Field Office		2730	2
Civil Rights Staff		2009	5
Credit Union		_____*	1
Executive Staff		2004	5
Financial and Information			
Resources Division		2040	3
Flight Standards Division		2200	5
Flight Standards District Office		1351	2
Human Resources Division		2010	3
Imprest Fund Room		1058	1
Logistics Division		2050	3
Logistics Warehouse		1050	1
Mail Room		2840	1
Manufacturing Inspection			
District Office		2170	2

Military Liaison: USA	2952	4
Military Liaison: USAF	2947	4
Military Liaison: USN	<u> </u> *	4
Physical Fitness Center	1321	1
Public Affairs Staff	2006	2
Regional/Deputy Administrator	2001	5
Regional Operations Center	2000	5
Supply Center	2849	1
Television Production Studio	1555	1
Transport Airplane Directorate	2100	5
University Travel Center	<u> </u> *	1

*Telephone number not available at time of printing.

TRANSPORTATION AND PARKING

PUBLIC TRANSIT: King County Metro bus system provides service to the new building. Metro routes #163 and #247 provide pickup on Lind Avenue on the east side of the parking lot. Metro's 24-hour rider information number is 447-4800.

EXPRESS BUS: Metro is providing express custom bus service to Lind Avenue for groups of 40 or more from three different geographic areas: Federal Way/Auburn, Issaquah/Bellevue, and Shoreline/Greenlake. Either monthly passes or one-way cash fares are paid by the rider to utilize this service.

RIDEMATCH SERVICE: King County Metro, Pierce County Transit, and Community Transit in Snohomish County offer free ridematch service to help find co-workers to share rides to and from work. Call: 1-800-427-8249 (KC Metro), 1-800-562-8109 (PC Transit) or 1-800-562-1375 (SC Community Transit) for further information.

VANPOOLS: King County Metro has 8, 12, and 15-passenger deluxe vans available for vanpool commute groups. Priority parking is available at the new building for vanpools. Call Metro: 625-4500 for further information.

CARPOOLS: Employees are encouraged to form carpools in order to reduce the traffic and to gain priority parking privileges. Carpool identification passes are issued by the Transportation Coordinator, ANM-52B (3rd floor), extension 2880.

EMPLOYEE PARKING: General employee parking is provided all around the building. Reserved parking is provided for Government vehicles, handicap employees and visitors, all other visitors, car and vanpools, and a very minimal number of operational requirements. All other parking is on a "first come, first served" basis. All persons parking in the FAA lot are issued a color coded parking pass, which must be displayed. Parking passes are issued by the Transportation Coordinator, ANM-52B (3rd floor), extension 2880.

SECURITY SYSTEM

DESCRIPTION AND OPERATION: The Seattle FAA building is a five-story structure with three public entrances on the ground floor and several rear entry points for warehouse functions only. The public entrances are unlocked during normal office hours. After hours, the doors are automatically locked and are protected by alarms. Entry after hours is by use of electronic fingerprint readers.

OUTSIDE ENTRANCE POINTS: At the main entrance, located on the north side of the building, the outside doors are never locked except in case of an emergency. There is a phone installed inside the foyer which rings the Regional Operations Center (ROC).

The west entrance is located just south of the cafeteria patio and is the access to and from the largest portion of the parking lot. The east entrance provides access to a small amount of parking and the Metro bus shelter.

The south entrances are for warehouse, shop, and delivery personnel only. Loading bay doors and personnel doors are intended to be locked at all times when not in use by delivery personnel.

INSIDE ENTRANCE POINTS: Certain doors require protection inside the building and are always locked and monitored. The ground floor stairwell doors and the elevators are unlocked during normal business hours, but must remain closed for fire safety. Outside normal hours the stairwell doors and passenger elevators are locked with access to upper floors by the freight elevator only. This elevator is also equipped with a fingerprint reader.

FINGERPRINT READER OPERATION: The fingerprint reader system is completely programmable and is equipped with various modes of operation and alarm responses. As employees are enrolled into the system, they will be instructed on the use of the system. You activate the reader simply by touching your finger to a special pad on the reader and entering in your Personal Identification Number (PIN).

FREQUENTLY CALLED TELEPHONE NUMBERS

Name/Organization

Phone

Name/Organization	Phone

