



# HQ Renovation Town Hall

**David Redman, Director**  
**Facilities and Administrative Services Division**

January 26, 2012



# Agenda

- **Welcome— David Redman, Director, Facilities and Administrative Services Division**
  
- **Rick Keagan, Associate Deputy Administrator, Office of the Administrator**
  - Renovation Challenges
  
- **HQ Renovation Update**
  - Swing Space Move Dates and Update
  - Building Renovation Update and 9<sup>th</sup> Floor Move Dates
  - Questions
  
- **NASA's Day of Remembrance**
  - Film "An Article of Hope"



# External Swing Space

- **Swing space located at 1201 and 1225 Eye Street, NW**
  - Occupancy on the 3<sup>rd</sup>/4<sup>th</sup> floor of 1201 and 12<sup>th</sup> floor of 1225
- **Move Dates- March 9, 2012 to March 11, 2012**
- **Remaining work to be completed:**
  - Verizon circuits, IT equipment, touch-up painting, signage
- **Shuttle service will be provided between Eye Street and HQ**
- **Metro Center and McPherson Square within two blocks**
- **Parking applications due by February 9, 2012 to Rose Butler**
  - Application available on HQ Renovation webpage:  
[http://fasd.hq.nasa.gov/docs/Central\\_Parking\\_Monthly.pdf](http://fasd.hq.nasa.gov/docs/Central_Parking_Monthly.pdf)



# External Swing Space

- **Help Desk and Trouble Call process will remain the same for swing space population**
- **Eye Street Facility Managers**
  - Eric Rountree (Primary) [eric.rountree1@nasa.gov](mailto:eric.rountree1@nasa.gov)
  - Malicha Day (Secondary) [malicha.a.day@nasa.gov](mailto:malicha.a.day@nasa.gov)



# External Swing Shuttle Schedule

## Departing Eye Street at 7:30 AM

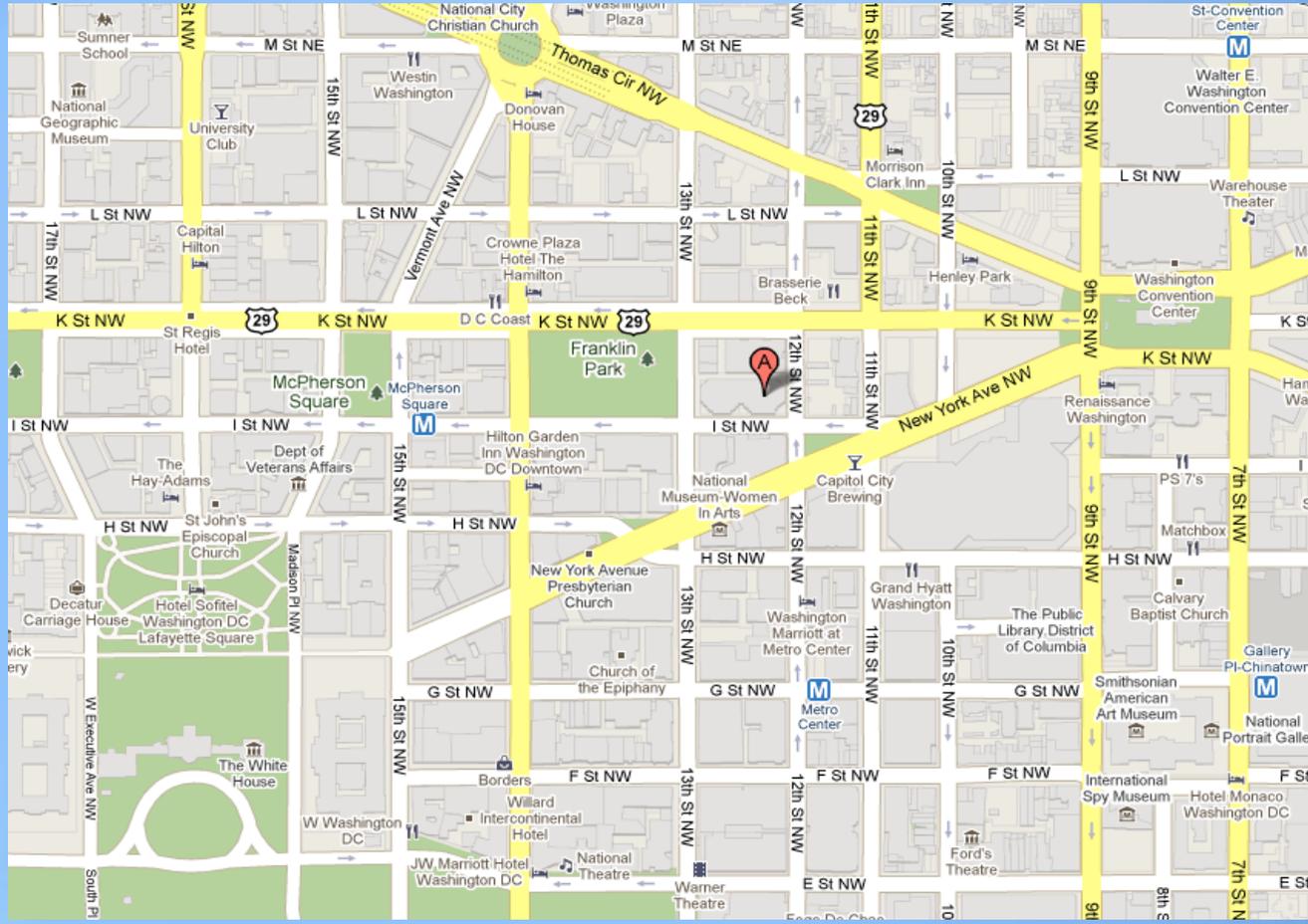
Depart	Arrive	Depart	Arrive
1225 Eye St, NW	NASA HQ's	NASA HQ's	1225 Eye St, NW
7:30 a.m.	7:50 a.m.	8:00 a.m.	8:20 a.m.
8:30 a.m.	8:50 a.m.	9:00 a.m.	9:20 a.m.
9:30 a.m.	9:50 a.m.	10:00 a.m.	10:20 a.m.
10:30 a.m.	10:50 a.m.	11:00 a.m.	11:20 a.m.
11:30 a.m.	11:50 a.m.	12:00 p.m.	12:20 p.m.
Lunch	Lunch	Lunch	Lunch
1:30 p.m.	1:50 p.m.	2:00 p.m.	2:20 p.m.
2:30 p.m.	2:50 p.m.	3:00 p.m.	3:20 p.m.
3:30 p.m.	3:50 p.m.	4:00 p.m.	4:20 p.m.
4:30 p.m.	4:50 p.m.		

## Departing HQ at 7:30 AM

Depart	Arrive	Depart	Arrive
NASA HQ's	1225 I St, NW	1225 I St, NW	NASA HQ
7:30 a.m.	7:50 a.m.	8:00 a.m.	8:20 a.m.
8:30 a.m.	8:50 a.m.	9:00 a.m.	9:20 a.m.
9:30 a.m.	9:50 a.m.	10:00 a.m.	10:20 a.m.
10:30 a.m.	10:50 a.m.	11:00 a.m.	11:20 a.m.
11:30 a.m.	11:50 a.m.	12:00 p.m.	12:20 p.m.
Lunch	Lunch	Lunch	Lunch
1:30 p.m.	1:50 p.m.	2:00 p.m.	2:20 p.m.
2:30 p.m.	2:50 p.m.	3:00 p.m.	3:20 p.m.
3:30 p.m.	3:50 p.m.	4:00 p.m.	4:20 p.m.
4:30 p.m.	4:50 p.m.		



# External Swing Space Location





# Move Information

- **March 9-11, 2012 Move to Eye Street**
- **March 10-11, 2012 9<sup>th</sup> Floor Move to the 5<sup>th</sup> Floor**
- **Moving crates / labels will be delivered two weeks prior to move**
  - **Employees relocating to Eye St. and 9<sup>th</sup> floor employees will receive crates/labels on February 23, 2012**
- **Encouraged to bring personal items home**
- **ITCD will pack computer equipment**



# Move Information

- **\*Facilities will update workstation/office numbers for individuals related to renovation moves only. If employees move after their relocation, it is the employees responsibility to update their information.**
- **Starting January 27, 2012 cabinets, conference table/chairs, and other miscellaneous items will be tagged for the move.**

PLEASE DO NOT REMOVE	
NASA FACILITIES	
MOVE LABEL	
INVENTORY #:	CAB-032
ORGANIZATION:	OCE
MOVE DATE:	03/09/12



# Eye Street Move Information

- Existing employee chairs will be moved to Eye Street
- Existing employee mailing addresses to remain
- Mail will be delivered twice a day from HQ to Eye Street
- Employees phone numbers remain the same
- Employees to place office keys in provided envelope and drop in designated key collection location
- Systems furniture keys to be left in locks



# Eye Street Move Information

- **Piedmont policy- space heaters (unless needed for medical reasons) and individual small appliances such as small refrigerators, coffee makers, microwaves, toasters are not allowed at Eye Street**



Ms. Stacey Brock-Watkins, FMA  
NASA Headquarters  
Facilities & Administrative Services

January 25, 2012

Dear Ms. Brock-Watkins,

Regarding Prohibited Items at 1201 & 1225 Eye St, please refer to the following list:

- No bicycles, vehicles or animals, birds or pets of any kind shall be brought into or kept in or about a Tenant's premises.
- No cooking shall be done or permitted by any Tenant in or on its premises, except that, with the Landlord's prior written approval, a Tenant may install and operate for the convenience of its employees a lounge or coffee room with stove, sink, refrigerator, microwave oven and/or coffee makers. Personal coffee makers, warmers, toasters, etc, are not permitted in individual workstations or offices. No Tenant shall cause or permit any unusual or objectionable odors to originate from its premises.
- No flammable, combustible, explosive, hazardous or toxic fluid, chemical or substance or firearms shall be brought into or generated in or kept in or upon a Tenant's premises.
- Space heaters and small refrigerators are prohibited, except in situations where a doctor's note has been provided and prior written approval has been granted by the Landlord.

Please let me know if you have any questions.

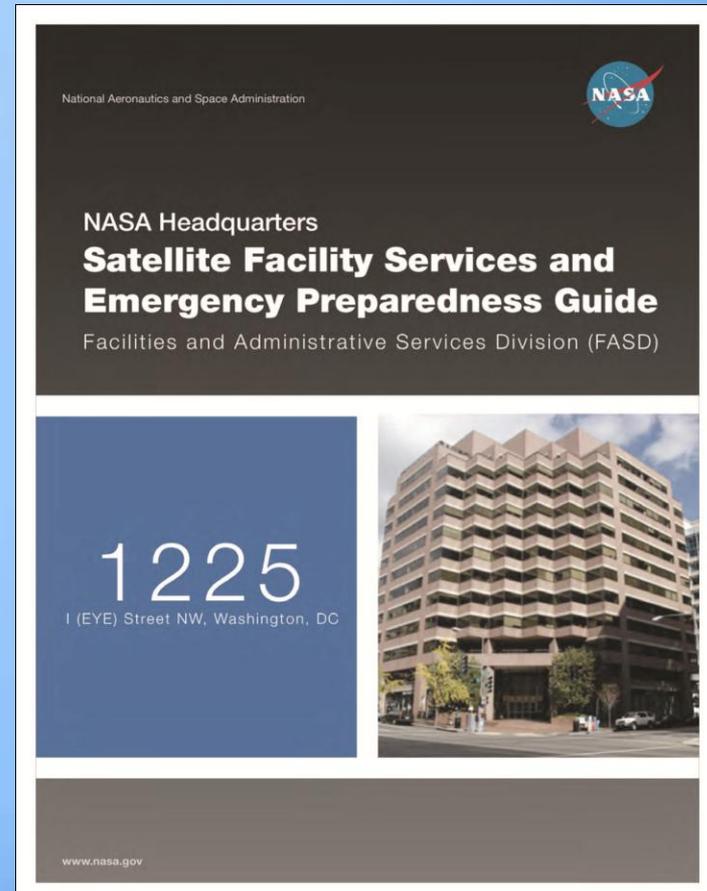
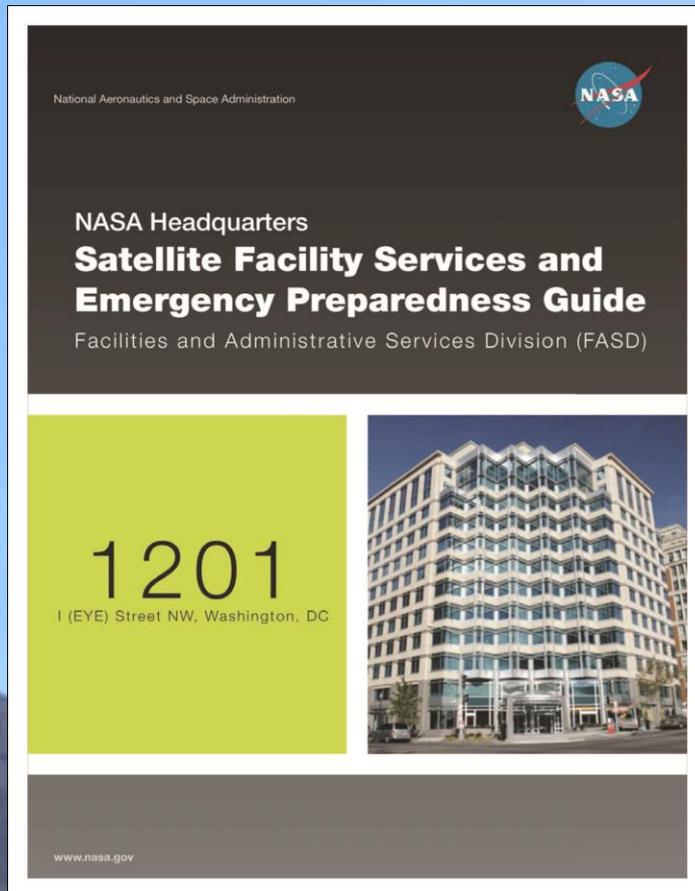
Sincerely,

Cindy Keen, RPA  
Property Manager



# Eye Street Services Guides

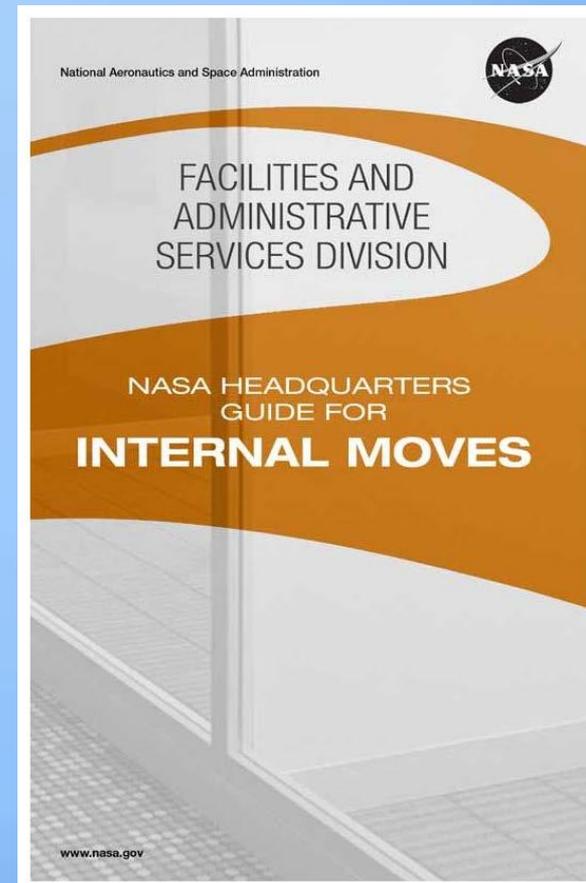
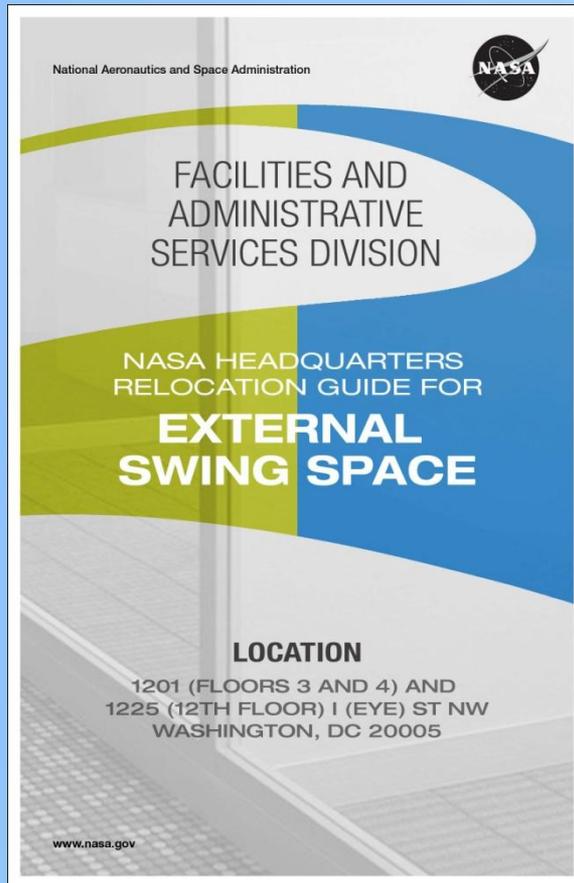
- Available upon receipt of access cards





# Move Guides

- Available February 1, 2012





# HQ Renovation Update

- **HITT, Inc. (General Contractor) selected by Piedmont**
- **Existing 5<sup>th</sup> floor with minor reconfigurations will be used as the internal swing space**
  - Gains schedule and reduces renovation costs
- **Construction drawings for 9<sup>th</sup> floor are complete**
- **Construction drawings for the 6<sup>th</sup> and 8<sup>th</sup> floors are in review**
- **Weekly meetings with Piedmont, HITT, GSA, NASA**
  - Review schedule/deliverables and ensure code compliance



# 5<sup>th</sup> Floor Internal Swing Space

**Original 5<sup>th</sup> Swing Build Out Eliminated**





# 5<sup>th</sup> Floor Internal Swing Space

## Existing 5<sup>th</sup> Floor with Minor Alterations



**5TH FLOOR FLOOR PLAN - 9TH FLOOR MOVES  
INTERNAL RECONFIGURATIONS**

- Office of The Administrator - AA000
- Chief of Staff - AH000
- Office of Legislative & Intergovernmental Affairs - VA000
- Office of Communications - NA000
- Office of The General Council - MA000
- Office of Protective Services - LP020
- Office of Procurement - LP010
- Office of Safety And Mission Assurance - GA000



# Restacking Plan

- **Existing 5th floor with minor modifications to be used as internal swing space**
- **Restack building by floor**
  - Each floor will take approximately 17 weeks
  - Construction order is 9<sup>th</sup>, 8<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>/Concourse, 5<sup>th</sup>
- **Move population to permanent floor**
  - Minimize the number of times employees have to move
  - Several organizations will have to move multiple times
- **Return swing space personnel to HQ (approx. 2015)**



# Evacuation Procedures

- HQ Evacuation procedures remain as they have been, despite renovation work and personnel relocations.
- If you are moved to a new area of the building for the renovation, look for the emergency exits and signs and familiarize yourself with your new staging area before an evacuation, so you know where you should report if the alarm sounds.
- Verify your evacuation routes and staging area, regardless of where you are in the building.
- If an alarm sounds listen, then act quickly

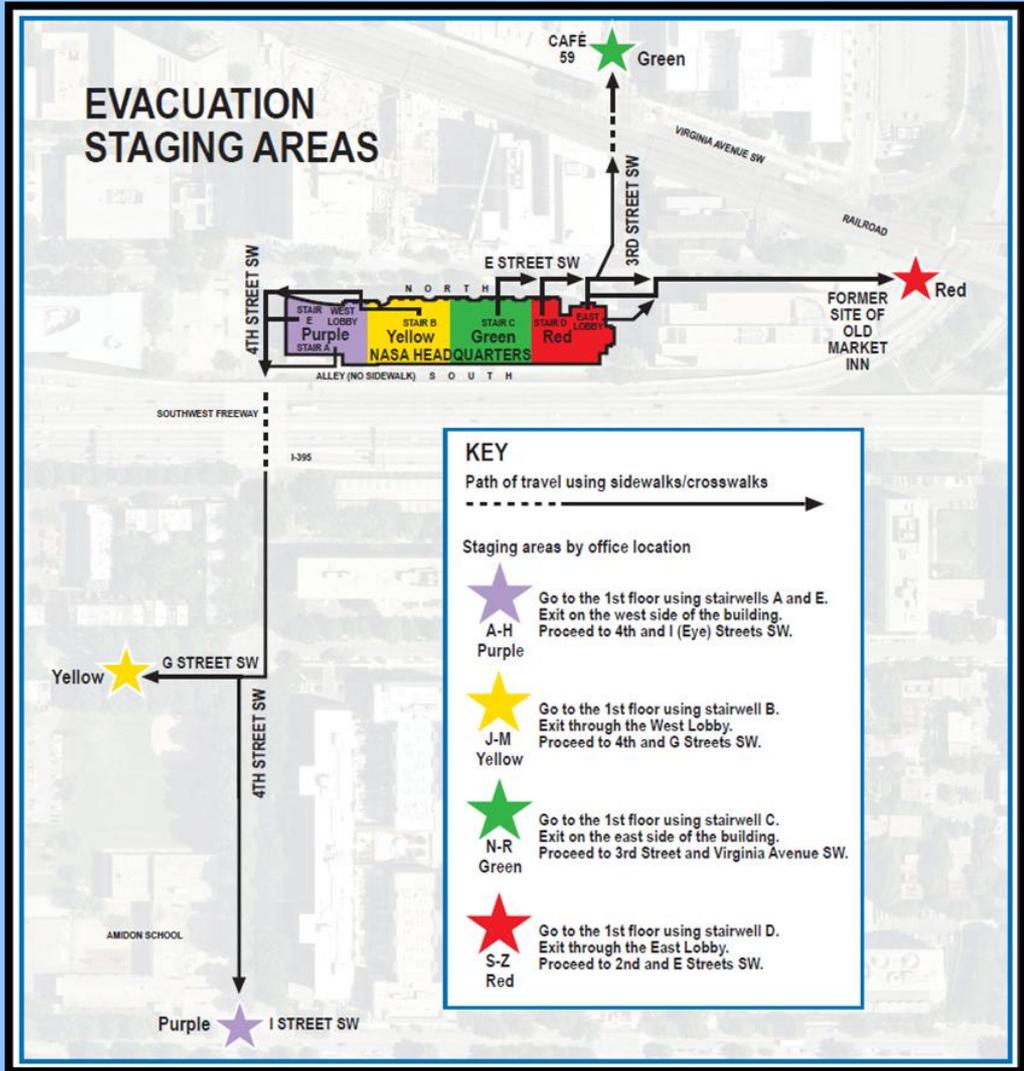


# Evacuation Procedures

- If you need assistance evacuating, report to the galley area on whatever floor you are on.
- Once out of the building, do not return until the “all-clear” is given.
- Follow directions given by the ICP, Emergency Management, Security, and Building Monitors.

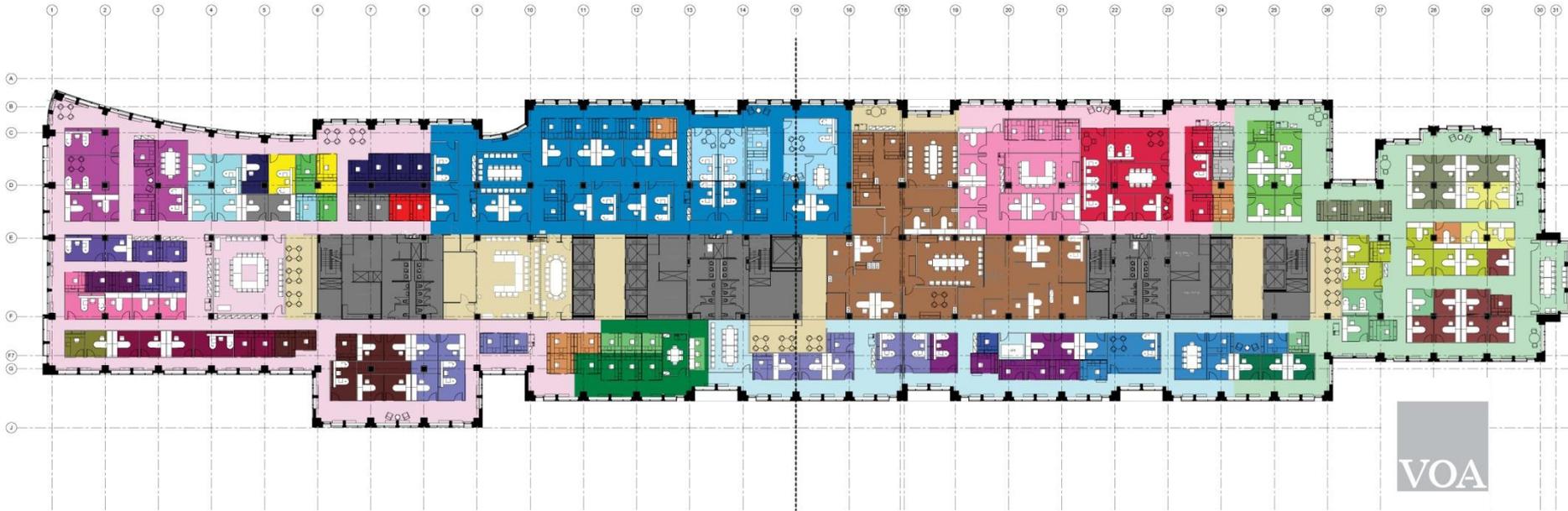


# Evacuation Staging Areas





# Final 6<sup>th</sup> Floor Plan





# HQ Renovation Update

## ■ **New task lighting**

- Existing overhead task lighting will no longer be provided
- New fixtures will be provided as part of the renovation
- New fixtures required to meet US Green Building Council's LEED Energy & Atmosphere Prerequisite 2



## ■ **New sound masking and PA systems**

- Sound masking provided throughout the building
- Zone controlled and adjustable
- Sound masking will be utilized as the PA system



# HQ Renovation Update

## Work to be done at landlords expense:

- Replace HVAC system with a variable air volume (VAV) system
- Replace boilers for hot water supply 
- Repairs to garage floor
  - Completed P-3 
- Blast proof film on windows
- New more efficient lighting
  - T-5 light fixtures



# HQ Renovation Update

## Work to be done at NASA expense:

- New modular glass walls on office fronts
- Upgrade IT cable plant to CAT 6 cable
- Upgrade A/V and renovate MICs and PRC
- Upgrade A/V in Auditorium
- Galleys on each floor
- Renovate fitness center and locker rooms
- Renovate health unit
- Relocate and build new training rooms, conference rooms on the concourse



# Key Dates

- **February 14, 2012 All Hands for Eye Street Employees**  
12:30-1:30 PM in the Auditorium
- **February 21, 2012 All Hands for 9<sup>th</sup> Floor Employees**  
10:00-11:00 AM in the Auditorium
- **March 9-11, 2012 Eye Street Move**
  - Employees report to Eye Street on March 12
- **March 10-11, 2012 9<sup>th</sup> floor move to the 5<sup>th</sup> floor**
- **March 13, 2012 HITT begins construction on 9<sup>th</sup> floor**
- **Complete renovation approximately 2015**



# Construction Schedule

<b>NASA Internal Schedule 17 Weeks / Phase</b>	<b>Start</b>	<b>Finish</b>
	<b>03/09/12</b>	<b>06/19/15</b>
<b>Move to Eye Street</b>	<b>03/09/12</b>	<b>03/11/12</b>
<b>9th</b>	<b>03/13/12</b>	<b>07/13/12</b>
<b>8th</b>	<b>07/13/12</b>	<b>11/09/12</b>
<b>6th</b>	<b>11/09/12</b>	<b>03/08/13</b>
<b>7th</b>	<b>03/08/13</b>	<b>07/05/13</b>
<b>4th</b>	<b>07/05/13</b>	<b>11/01/13</b>
<b>3rd</b>	<b>11/01/13</b>	<b>02/28/14</b>
<b>2nd</b>	<b>02/28/14</b>	<b>06/27/14</b>
<b>1st</b>	<b>06/27/14</b>	<b>10/24/14</b>
<b>Concourse</b>	<b>10/24/14</b>	<b>02/20/15</b>
<b>5th</b>	<b>02/20/15</b>	<b>06/19/15</b>



# Communications Plan

- **Web Site:** [http://fasd.hq.nasa.gov/bldg\\_renovate.html](http://fasd.hq.nasa.gov/bldg_renovate.html)
  - Move dates
  - Submit a question feature and FAQs
- **Today's Town Hall for all personnel**
- **Targeted All Hands for occupants of floor being renovated**
  - Two weeks prior to moving to the 5<sup>th</sup> floor
  - Two weeks prior to leaving the 5<sup>th</sup> floor
- **NASA Inc. Heads Up notes**
- **Eye Street POC Committee**
- **Floor POC meetings with renovation team**



# HQ Renovation Facilities

## Points of Contact

- **Project Manager**

- Regina Reilly: [regina.reilly@nasa.gov](mailto:regina.reilly@nasa.gov)

- **Assistant Project Manager**

- Stacey Brock-Watkins: [stacey.brock-watkins@nasa.gov](mailto:stacey.brock-watkins@nasa.gov)

- **Assistant Project Manager**

- John Ferri: [john.a.ferri@nasa.gov](mailto:john.a.ferri@nasa.gov)

- **Eye Street Parking and Shuttle Information**

- Rose Butler: [rose.t.butler@nasa.gov](mailto:rose.t.butler@nasa.gov)

*Please visit our website for more information:*

[http://fasd.hq.nasa.gov/bldg\\_renovate.html](http://fasd.hq.nasa.gov/bldg_renovate.html)



**By 2015 we will have the best  
physical environment for our  
workforce.**



# Questions



# Back Up Slides



# Typical Floor Layout





# External Swing Space Occupants

- **1201 Eye Street, NW 3<sup>rd</sup> Floor**
  - Office of the Chief Engineer (Partial)
  - Office of the Chief Health and Medical Officer
  - Office of Safety and Mission Assurance (Partial)
- **1201 Eye Street, NW 4<sup>th</sup> Floor**
  - Office of Communications (Partial)
  - Office of Strategic Infrastructure
- **1225 Eye Street, NW 12<sup>th</sup> Floor**
  - Office of the Chief Information Officer



# External Swing Space Occupants

- **Office of the Chief Engineer**
  - Tony Maturo, Maureen Moore (Alternate)
- **Office of the Chief Health and Medical Officer**
  - Pam Barnes, Donna Good (Alternate)
- **Office of the Chief Information Officer**
  - John Hopkins
- **Office of Communications**
  - Patrice Williams, Sharon Lord (Alternate)
- **Office of Safety and Mission Assurance**
  - Bill Loewy
- **Office of the Strategic Infrastructure**
  - Natasha McNeill, Robin Atcherson









# Design Advantages

- HVAC wall units will be used properly and help balance the building HVAC system
- Reduced “hot” and “cold” spots
- Improved air circulation/quality
- Increased natural lighting has been proven to increase productivity
- Reduce overall energy usage



# LEED Certification

- **Piedmont is required to achieve Leadership in Energy and Environmental Design (LEED) Certification**
  - Construction Interiors
  - Goal is Silver
- **Requires a partnership between landlord and NASA**



# LEED Certification

- **NASA can receive LEED points toward certification through the following actions:**
  - ✓ Reuse of existing furniture
  - ✓ Provide a thermally comfortable environment that supports the productivity and well-being of occupants
  - ✓ Achieve increasing levels of energy conservation for HVAC beyond the prerequisite standard to reduce environmental impacts associated with excessive energy use