**Building Information**

**Address, Deliveries, and Mail Information**

* Mailing Address - Federal Communications Commission 45 L Street NE Washington, DC 20554
	+ All mail is screened offsite, scanned, and delivered electronically via BOX to B/O key personnel.
	+ All packages are screened offsite and delivered daily, Monday through Friday between 10:00 am and 2:00 pm.
	+ Mail stations for Bureaus/Offices are located on each floor in copy/mail areas.
* Courier or Individual Deliveries - BrightKey 9050 Junction Drive Annapolis Junction, MD 20701
	+ No hand deliveries, messenger deliveries, or filings will be accepted at the FCC Headquarters.

**FCC Staff & Visitor Building Access**

* General Information - Building Hours:
	+ Monday – Friday from 7:00 am to 7:00 pm for staff and visitors. (Note: visitor access is currently not permitted. The FCC will announce when visitors are permitted via a public notice).
	+ After hours and weekends staff may access the building lobbies using their badge on the exterior card readers.
	+ The FCC shares the building with other tenants; therefore, security procedures must be followed at all times.

Once permitted, all visitors must be escorted at all times by FCC personnel from the lobby at entry and back to the lobby for exit.

* All personnel (federal staff and contractors) must have their FCC issued ID badge to enter the building through the main or staff entrances on L Street.
* Prior to entering FCC HQ, all FCC staff must meet with the Security Operations Center (SOC) to obtain an activated badge that will work at the new FCC HQ (e.g., to activate turnstiles, use elevators, open doors within the FCC’s secured area). You may NOT access FCC HQ for the first time without first making an appointment with SOC to do so on your initial day of arrival/access. To make an appointment to obtain an updated or new badge, please email SOC@fcc.gov, providing the requested appointment date and/or times
	+ For existing staff with an unexpired badge, this requires SOC reprogramming the badge onsite.
	+ For existing staff with an expired badge, a new badge will be issued; New staff will obtain a new badge.
* FCC ID Badges must be prominently displayed at all times above the waist while in the building.

**Getting Help On-Site**

* Facility Issues or Concerns:
	+ Transit subsidy, parking, building issues, restrooms, lighting, temperature, furniture, mail, supplies, temporary bulk trash & cardboard box disposal, shred bin locations, large scale or specialized printing needs, contact ASC at (202) 418-0330 or ASC@fcc.gov.
* Security Issues:
	+ Badge, key, threat, security concerns, contact the Security Operations Center (SOC) at (202) 418-7884 or SOC@fcc.gov. After Hours: Contact the Security Command Center at (202) 418-7737 or OBREmailForward@fcc.gov
* Information Technology/Telephone Issues:
	+ Workspace PC equipment, telephones, software, computer security issues, contact the Service Center by phone (202) 418-1200 or by email Service-Center@fcc.gov.
* Conference/Training/Huddle Rooms/IPTV Audio Visual Support:
	+ For set-up assistance and support for use of audio visual and phone usage, please contact the IT AV team at (202) 418-1200 or ITAVsupport@fcc.gov.
* Life Threatening Emergencies:
	+ For life threatening emergencies, first dial 911 to report the emergency. Then immediately call the Security Command Center at (202) 418-7737 to report the details.

**Transportation**

**Public Transportation Information**

**WMATA Metrorail**

|  |  |  |  |
| --- | --- | --- | --- |
| **Metro Station** | **Location** | **Distance** | **Walk Time** |
| Union StationRed Line | 701 1st Street, NEWashington, DC 20002 | 0.6 miles | 13 minutes |
| NoMa-Gallaudet University(M Street Entrance)Red Line | M & 2nd Street, NEWashington, DC 20002 | 0.4 miles | 9 minutes |

**Amtrak/MARC/VRE Trains**

|  |  |  |  |
| --- | --- | --- | --- |
| **Metro Station** | **Location** | **Distance** | **Walk Time** |
| Union Station | 7011 1st Street, NEWashington, DC 20002 | 0.6 miles | 13 minutes |

**WMATA Metrobus Stops**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bus Stop Location** | **Bus Numbers** | **Distance** | **Walk Time** |
| North Capitol Street & K St. | 80, P6 | 0.1 mile | 3 minutes |
| NE K Street & NE 1st St. | D3, D4 | 0.2 miles | 5 minutes |
| North Capitol St., NW & K St., NW | 80, 96, D3 | 0.2 miles | 5 minutes |

**Maryland Transit Association Commuter Bus Stops**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bus Stop Location** | **Bus Numbers** | **Distance** | **Walk Time** |
| Annapolis/Truman Parkway, K St. & 1st St. NE | 220 | 0.2 miles | 4 minutes |
| Kent Island, K St. & 1st St. NE | 240 | 0.2 miles | 4 minutes |
| Severna Park/Davidsonville, K St. & 1st St. NE | 260 | 0.2 miles | 4 minutes |

**Loudoun County Commuter Bus Stop**

|  |  |  |
| --- | --- | --- |
| **Route** | **Distance** | **Walk Time** |
| North Capitol & Mass Ave., NE | 0.5 miles | 11 minutes |

**Streetcar Stop**

|  |  |  |  |
| --- | --- | --- | --- |
| **Route** | **Stop** | **Distance** | **Walk Time** |
| H/Benning Line | H Street and Union Station | 0.5 miles | 11 minutes |

**Bicycle Routes**

|  |  |  |
| --- | --- | --- |
| **Route** | **Distance** | **Walk Time** |
| Metropolitan Branch Trail | 0.2 miles | 4 minutes |

**Transit Subsidies**

Transit benefits are available pursuant to normal policies and procedures. Transit benefits are handled through the Department of Transportation’s TRANServ system. Employees may newly register or update their transit benefits by accessing the Department of Transportation’s TRANServ system at: <https://transitapp.ost.dot.gov/index.cfm?method=passport.showLogin&_rd=approv.showPendList&_pt=first>

**FCC Union Station Shuttle**

FCC provides an ADA-compliant 24-passenger shuttle offering safe and efficient service for FCC employees between Union Station and Headquarters. When at Union Station, the shuttle is located in front of the Department of Labor Statistics, 1st street at the Mezzanine Level across the street from Union Station First Street exit. Hours: 6:00 am – 11:00 am and 3:00 pm – 10:00 pm every workday on a 15-minute schedule.

|  |  |  |
| --- | --- | --- |
| **Morning Schedule** |  | **Afternoon Schedule** |
| **Time** | **Location** | **Time** | **Location** |
| 6:00 am | Leave Union Station | 3:00 pm | Leave FCC HQ |
| 6:15 am | Leave FCC HQ | 3:15 pm | Leave Union Station |
| 6:30 am | Leave Union Station | 3:30 pm | Leave FCC HQ |
| 6:45 am | Leave FCC HQ | 3:45 pm | Leave Union Station |
| 7:00 am | Leave Union Station | 4:00 pm | Leave FCC HQ |
| 7:15 am | Leave FCC HQ | 4:15 pm | Leave Union Station |
| 7:30 am | Leave Union Station | 4:30 pm | Leave FCC HQ |
| 7:45 am | Leave FCC HQ | 4:45 pm | Leave Union Station |
| 8:00 am | Leave Union Station | 5:00 pm | Leave FCC HQ |
| 8:15 am | Leave FCC HQ | 5:15 pm | Leave Union Station |
| 8:30 am | Leave Union Station | 5:30 pm | Leave FCC HQ |
| 8:45 am | Leave FCC HQ | 5:45 pm | Leave Union Station |
| 9:00 am | Leave Union Station | 6:00 pm | Leave FCC HQ |
| 9:15 am | Leave FCC HQ | 6:15 pm | Leave Union Station |
| 9:30 am | Leave Union Station | 6:30 pm | Leave FCC HQ |
| 9:45 am | Leave FCC HQ | 6:45 pm | Leave Union Station |
| 10:00 am | Leave Union Station | 7:00 pm | Leave FCC HQ |
| 10:15 am | Leave FCC HQ | 7:15 pm | Leave Union Station |
| 10:30 am | Leave Union Station | 7:30 pm | Leave FCC HQ |
| 10:45 am | Leave FCC HQ | 7:45 pm | Leave Union Station |
| 11:00 am | Leave Union Station | 7:00 pm | Leave FCC HQ |
|  |  |  | 8:15 pm | Leave Union Station |
|  |  |  | 8:30 pm | Leave FCC HQ |
|  |  |  | 8:45 pm | Leave Union Station |
|  |  |  | 9:00 pm | Leave FCC HQ |
|  |  |  | 9:15 pm | Leave Union Station |
|  |  |  | 9:30 pm | Leave FCC HQ |
|  |  |  | 9:45 pm | Leave Union Station |
|  |  |  | 10:00 pm | Leave FCC HQ |

**FCC Secure Bicycle Rooms**

The FCC has two secure bicycle rooms on the 1st level of the parking garage (P1) that are accessible via the garage entrance on L Street.

* These rooms are accessed via a card reader, and SOC can provide access on your FCC issued badge. Contact SOC at (202) 418-7884 or SOC@fcc.gov
* The rooms include bike storage racks, secure lockers (locks not provided), repair stands and air.
* Other bicycle racks are located throughout the garage for use by all tenants.
* Separate shower/locker rooms are available. Please see Building Services Information, below.

**Parking at FCC Headquarters**

There is limited parking available underground, in the Sentinel III parking garage, which is shared by all tenants of the building. The FCC does not control the parking garage. The garage is run by a parking garage operator. Access to the garage is provided via access cards issued by the parking garage operator to the FCC. The FCC distributes the access card only to paid monthly parkers. Only monthly paid parkers will have access to park in the garage after-hours and weekends. Street parking is available, but at your own risk.

* The garage has a maximum vehicle height of 6’-9”. There are 12 dedicated motorcycle spaces on the P3 level. Motorcycle parkers are required to apply for parking and, if approved, pay the full monthly parking rate.
* The monthly parking rate is, initially, $151.00 per month and is subject to change due to lease parking rate increases.
* The lessor provides 2 pay-to-use electric charging stations. Vehicles can park in those spaces for a maximum of 4 hours.
* The lessor provides an amenity bay for temporary usage to clean windows, add air to tires, and vacuum a vehicle. Vehicles are only allowed in this space for the short-term purpose of using the amenities bay.
* To sign up for monthly parking please use the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=7QqXcmk2qEy5YN0Ba8cpc28nHh4cmJlMlslcp8lTz4RUOUFGTVlIWUowRUM0MFAxQTVHQzFMQlpZSy4u>

**Other Local Parking**

|  |
| --- |
| **Covered Parking** |
| **impark** |  | **Uline Arena Parking Garage** |
| Location: | 77 K Street, NEWashington, DC 20002 |  | Location: | 1140 3rd Street, NEWashington, DC 20002 |
| Total Spaces: | 239 |  | Total Spaces: | 168 |
| Hours: |  |  | Hours: |  |
| Hourly Rate: | $10.00 first hour |  | Hourly Rate: | $7.00 |
| Daily Rate: | $17.00 max, $12.00 early bird (enter before 7am) |  | Daily Rate: | $14.00 Max |
| Monthly: | Non-Reserved: $221.00Reserved: $432.00 |  | Monthly: | Non-Reserved: $210.00Reserved: $420.00 |
| **impark** |  | **Union Station Parking Garage** |
| Location: | 1100 First Street, NEWashington, DC 20002 |  | Location: | 30 Massachusetts Ave., NEWashington, DC 20002 |
| Total Spaces: | 303 |  | Total Spaces: | 2448 |
| Hours: |  |  | Hours: | 24 hours 7 days a week |
| Hourly Rate: | $10.00 first hour |  | Hourly Rate: | 2- 10 hours - $20.00  |
| Daily Rate: | $14.00 max, $11.00 early bird (enter before 9am) |  | Daily Rate: | $24 Max |
| Monthly: | Non-Reserved: $236.00Reserved: $472.00 |  | Monthly: | $271.28 |
| **impark** |  | **Union Center Plaza Garage** |
| Location: | 1050 1st Street, NEWashington, DC 20002 |  | Location: | 810 1st Street, NEWashington, DC 20002 |
| Total Spaces: | 215 |  | Total Spaces: | 124 |
| Hours: | Mon-Fri 5:30 am to 7 pm |  | Hours: | Mon-Fri 7 am to 7 pm |
| Hourly Rate: | $12.00 Early Bird (enter before 9 am) |  | Hourly Rate: | 1 hour - $12.00  |
| Daily Rate: | $15 Max |  | Daily Rate: | $20 Max |
| Monthly: | $230.63 |  | Monthly: | $240 |
| **Union Square Public Parking** |  |  |
| Location: | 899 North Capitol Street, NEWashington, DC 20002 |  |  |  |
| Total Spaces: | 115 |  |  |  |
| Hours: | Mon-Fri 7 am to 7 pm |  |  |  |
| Hourly Rate: | 1 hour - $9.00  |  |  |  |
| Daily Rate: | $15 Max; Early Bird $10.00 (enter before 0830) |  |  |  |
| Monthly: | $190 |  |  |  |

|  |
| --- |
| **Uncovered Parking** |
| **impark** |  | **Uline Arena Parking Garage** |
| Location: | 30 M Street, NEWashington, DC 20002 |  | Location: | 2 Patterson St, NEWashington, DC 20002 |
| Total Spaces: | 182 |  | Total Spaces: | 130 |
| Hours: | Mon-Fri 5:30 am to 7 pm |  | Hours: | Mon-Fri 5:30 am to 7 pm |
| Hourly Rate: | $9.00 |  | Hourly Rate: | N/A |
| Daily Rate: | N/A |  | Daily Rate: | $8.00 |
| Monthly: | $185 |  | Monthly: | N/A |

**Security Turnstiles and Card Readers in Elevators and Secure Lobbies**

You must use your FCC badge to move throughout the building.

* Turnstiles are located beyond the security guard desk in the main and employee lobbies.
	+ The white light at the top edge of the turnstile should be on your right as you approach. Place your badge in the top of the black portion of the turnstile to read it. When the light turns green you may walk through.



* Card readers are located in the elevators, and you must swipe your badge on the card reader and then press the button for your desired floor.
* Each secure elevator lobby has a large graphic designating the floor number, and a floorplan to let you know which elevator bank you are located in on that floor and sets of secure glass doors that allow you to enter the floor and workspace after you swipe your badge on the card reader.

  

* + The lights on the card readers are red until a badge is presented. Once a card is presented the light briefly flashes green and then quickly turns blue when the door is disarmed and can be opened.

  

* + If the door is not disarmed before you attempt to open it, you will hear a loud beep from the door. Present your badge on the reader again, and if it still does not work, you should call the Security Command Center (SCC) at 202-418-7737 or press the red call button on the white intercom located next to the card reader to reach SCC. The roving officer will come to assist.



**Typical FCC Floorplan**

The typical floor is the size of a football field and is laid out with a West and East Elevator lobby bank of elevators.

* Adjacent to each secure elevator lobby are breakout areas which are outside either large or medium conference rooms.
* Near each elevator bank is a set of stairs, and a third staircase is located near the center of the floor. Off the East elevator bank is a refuge room for use by those with mobility impairments during an emergency.
* The center of the floor has a large pantry/break area, and restrooms are located to each side on the South corridor.
* Adjacent to the large pantry/break area are storage rooms that include lockers for use by majority teleworkers who do not have an assigned workspace. Contact ASC to obtain a locker and lock at (202) 418-0330 or ASC@fcc.gov.
* Near the West and East ends of the floor are large copy and mail areas, and secure shred bins.
* At each corner of the building are small or medium conference rooms that are flanked by huddle rooms.
* The space numbering as indicated on the floor plan starts with the 100’s in the Southwest corner and continues around the floor clockwise to the 200’s, 300’s and 400’s.
* To help navigate the floor, accent colors are found in the carpet, accent walls, and some furniture and banners to designate the West end in Green, and the East end in Blue.





**Signage** is located overhead in the main corridors throughout the floor.

 

**Building Services Information**

The FCC’s space is located on the 1st floor, half of the 2nd floor, and floors 3-10. Other tenants occupy the remaining half of the 2nd floor, and the 11th floor.

The 1st and 2nd floors feature our public and support spaces to ensure our work areas on the upper floors can remain productive and ensure information security.

* Showers & Lockers: Located on P-1 level of the Parking Garage
	+ For access to the facilities, personnel must complete property management’s Locker Room Indemnity Agreement, which can be obtained from ASC at (202) 418-0330 or ASC@fcc.gov. Once the form is signed and returned, property management will grant access to the employee’s FCC issued ID. No fee is required. Staff must provide their own personal care items (no towel service provided). Lockers are for daily use only.
* Commission Meeting Room and Breakout Area: Located on the 1st floor, Room 1.120, 1.130, 1.140
* Public Information Center: Located on the 1st floor, Room 1.150
* Central Records Center: Located on the 1st floor, Room 1.155, 1.156
* Multi-Purpose Room: Located on the 1st floor, Room 1.201
	+ For use by FCC staff, the room can be used for non-equipment-based exercise such as yoga, Pilates, meditation, tai chi, qigong, etc.
	+ The room is equipped with a mirrored wall, and a monitor with speakers for streaming exercise programs, and a place to store your yoga mats.
	+ The room is accessed via a card reader, and you can contact SOC to have access rights placed on your FCC issued badge. Contact SOC at (202) 418-7884 or SOC@fcc.gov.
* International Meeting Room, Located on the 1st floor, Room 1.230
* Administrative Law Judge Hearing Room: Located on the 1st floor, Room 1.400
* Health Center: Located on the 1st floor, Room 1.410
	+ Open Monday – Friday (except holidays) from 8:00 am to 4:30 pm. (202) 418-0911. The health unit is staffed by one full-time nurse who provides basic health care services for Federal employees and is not a substitute for your private physician.
* IT Service Center: Located on the 2nd floor, Room 2.120
	+ Available to all staff, contractors, and interns to provide in-person assistance for IT systems, telephones, software, and training. Hours: Mon-Fri 7:00 am - 9:00 pm (except holidays). Contact the Service Center by phone (202) 418-1200 or by email Service-Center@fcc.gov.
* AV Support Staff:
	+ Available to all staff, contractors, and interns to provide in-person assistance for audio visual, phones, and IPTV. On-site support is available every day. Contact the IT AV team at (202) 418-1200 or ITAVsupport@fcc.gov.
* Administrative Service Center (ASC): Located on the 2nd floor, Room 2.220
	+ ASC is available to all staff, contractors, and interns to provide assistance with building maintenance issues, transit benefits, mail, printing, asset management, office supplies, laborers, housekeeping, and official transportation. Hours: Mon-Fri 7:00 am – 6:00 pm (except holidays). Contact ASC at (202) 418-0330 or ASC@fcc.gov.
* Asset Management: Located on the 2nd floor, Room 2.200
	+ Manages all FCC property including computers, phones, laptops, monitors etc. Hours: Mon-Fri 7:00 am – 4:30 pm.
* Copy Center: Located on the 2nd floor, Room 2.210
	+ Available to all staff, contractors, and interns to provide quick copy, large scale printing, binding, posters, and business cards. Hours: Mon-Fri 7:30 am – 5:30 pm. Contact the Copy Center at (202) 418-0350
* NTEU Office: Located on the 2nd floor, Room 2.301
* Conference & Training Center: Located on the 2nd floor, Room 2.400
* Café, Vending, ATM: Located on the 2nd floor, Room 2.409. 2.410
	+ The FCC Café space on the 2nd floor provides a centralized break area, vending machines, and an ATM. Each floor has a centrally located break room which provides access to microwaves, refrigerators, Keurig machines (pods not provided) and filtered water.
* Library: Located on the 2nd floor, Room 2.412
	+ Open to all staff, contractors, and interns. Hours: Mon-Fri 8:00 am – 5:30 pm. Contact the Library at (202) 418-0450 or Library@fcc.gov
* Occupational Health & Safety Program is administered by the Safety & Occupational Health Specialist
* Recognize and remove conditions or actions in the workplace which might cause you injury or illness
* Arrange for the health services and support for employees
* Provide CPR and AED training to employees, and ensure all AED devices located in the building are operational
* Administer the FCC Worker’s Compensation Program for employees who are hurt on the job
* Conduct safety inspections
* Provide ergonomic consultation
* Provide policy guidance to FCC employees and management on other safety and occupational health issues
* Telework Storage Lockers:
	+ Available for assignment to majority teleworkers in rooms adjacent to the pantry break rooms. Contact ASC to obtain a locker and lock at (202) 418-0330 or ASC@fcc.gov
* Fitness Center:
	+ FERC Fitness Center is located around the corner from FCC and offers membership services including onsite and virtual for FCC federal employees.
	+ Address: 888 First Street, NE Washington, DC 20426. Phone: (202) 502-8077. Website: <http://www.Fercfitness.weebly.com>
* TeleTots Childcare Center:
	+ TeleTots by Reggio’s Treehouse has both full and part-time enrollment options and daily drop-in care, subject to availability, with programs available for infants through children 6 years of age.
	+ The form to submit interest and/or begin the process of securing a space on the enrollment waitlist as well as additional details about TeleTots by Reggio’s Treehouse, including programs, availability, hours of operation, tuition, and enrollment can be found on the TeleTots website: <https://www.reggiostreehouse.com/teletots-by-rth>

Additional in-depth information can be found on the FCC employee portal and intranet.

**Building Rules**

To keep the building clean and in good operating condition, the lessor and their property management have designated the following rules:

1. Only Government approved solicitations, such as food drives, blood drives and combined federal campaign allowed.
2. Bicycles, tricycles, motor scooters, skateboards, hoverboards or any other vehicle are prohibited in the building lobby or elevators, or in any FCC space except for authorized equipment used by physically disabled persons.
3. The doors leading to the corridors or elevator entrances shall be kept closed during business hours.
4. Smoking is prohibited. Flammable devices such as Sterno or candles are prohibited.
5. Water coolers/water clubs are not permitted. The FCC installed filtered water in all pantries and building water fountains are filtered.
6. No food or beverages are permitted in the courtyard or Commission Meeting Room.
7. No personal appliances, such as single-serve coffee makers, personal refrigerators, personal fans, heaters, microwaves, hot plates, tea pots, fish tanks, fountains, air purifiers are allowed in the workspace or building.
8. Only FCC supplied electrical equipment may be placed in Pantry and break rooms. FCC has provided Keurig commercial coffee makers in breakrooms.
9. No personal furniture, carpets, lights are allowed in the workspace.
10. No art, flyers or other items may be hung or displayed inside the building entrance lobby, elevator lobbies or on any glass surfaces throughout the space. Bulletin boards are provided in the FCC copy rooms and pantries for staff to post notices.
11. No curtains, blinds, shades, or screens shall be attached to or hung from partitions, doors, or windows.
12. Window blinds must remain in the down position to ensure energy efficiency and avoid temperature fluctuations.
13. Items cannot be placed on windowsills and plants are not allowed in the facility.
14. Air fragrance such as sticks, incense, sprays, candles, devices, etc. are not allowed in the facility.
15. Animals are not allowed in the facility, except for service dogs.