



PLAZA LEVEL -General Services Supervisor Phyllis Meng, center, explains the floor plan for new Plaza-level offices to Records and Mail Services Manager Bob Sanders and Human Resources Manager Kathi Harper.

## **Vacant Plaza-Level Space to be Developed for Employment, Records and Security Offices**

By BILL HEARD, Editor

(Dec. 12) For five years a large space on the ground floor of MTA Headquarters has stood vacant, its interior dark, its picture windows dusty. Now, however, construction crews are developing the space for use by the Human Resources employment office, Records Management and MTA Security.

The build-out, which began Monday, will give the public direct access off Patsaouras Plaza to the employment office and Records Management, says General Services Director Brian Soto. The employment office currently is located on the 4th Floor, while Records Management is on P-1.

Public entry to the employment office will be through a south-facing door just east of the building's main entrance. The Records Management entryway will be directly across from the Child Care Center.

### **Triggers other office moves**

Moving HR's employment offices off the 4th Floor will trigger other office moves within the Headquarters building as departments group their employees together on certain floors, says Soto. Some 1,800 employees currently work in the building.

Soto expects the Plaza-level construction project to be completed by the end of February, with occupancy expected before the end of March.

The contractor will provide such tenant improvements as lighting, plumbing and air conditioning. Crews also will erect walls, hang doors, level some floors and install carpeting. He doesn't expect the work to inconvenience employees or the public.

When the build-out is completed, the employment office will occupy 2,694 square feet. HR's area will include testing and interview rooms,

a customer service counter, employee badge photo room and carrels for completing paperwork.

**Public records access**

Records Management will use 1,088 square feet for offices and a customer service area. Most of the MTA's public records are stored off-site, but can be retrieved upon request.

MTA Security will not have a Plaza entrance, but will use 2,682 square feet of space for its administrative offices. The department currently is located on the 9th Floor.

The building plans originally proposed by Union Station Gateway, a joint venture between the MTA and Catellus that was formed to build the Headquarters, called for the space to be used as a restaurant or retail outlet. Low market demand and other reasons sidetracked that plan, however, and the space was reserved for office use.

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