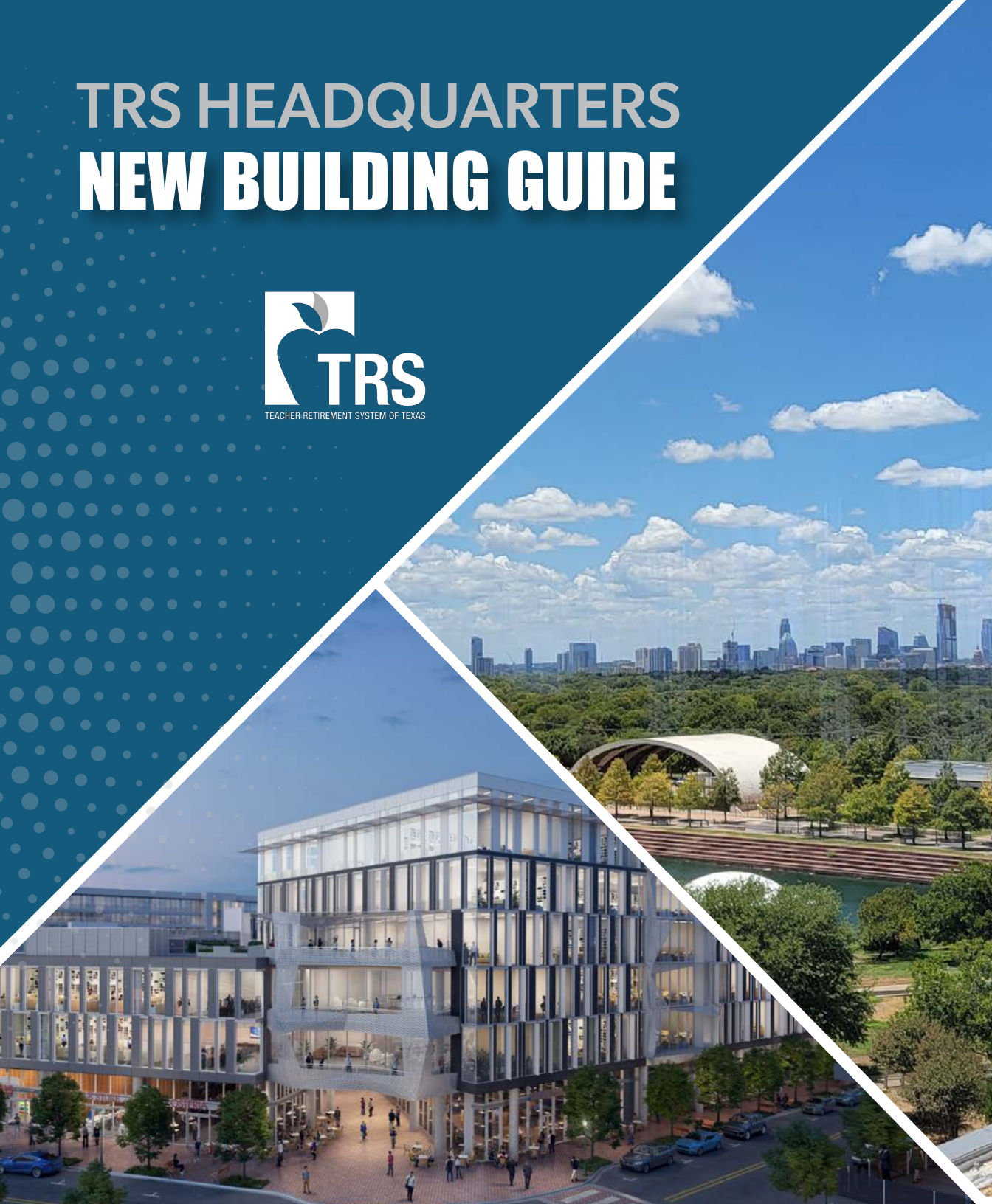


TRS HEADQUARTERS NEW BUILDING GUIDE



Welcome to Our New TRS Headquarters

Your pension trust fund is turning the page on its newest, most exciting chapter. We'll soon be working in one unified headquarters campus, located in the Mueller development just north of downtown Austin. This is a facility we can all be proud of as we uphold one time-honored goal: serving our members in the most accessible, efficient way possible for today as well as the generations to come.

Our new facility is a beacon, beginning with the completion of the Alpha building in 2023 to be followed by the Bravo building in 2024. The new, modern space will allow the best talent to collaborate in a spirit of openness and a constant striving for improvement to best serve our members.

I hope you find this digital guide to our new headquarters helpful as a general reference resource. We will continue to update it as we move closer to our final and complete move-in, scheduled for late 2024. My goal is for everyone to be able to settle in quickly and ensure we don't skip a beat in our important work.

Thank you for your dedication to those we serve every day.

Brian Guthrie
Executive Director
Teacher Retirement System of Texas



Our New Workspace

This digital guide is designed to provide you with an overview of our new TRS facilities in the Mueller development in Austin. You'll find information on parking, building access, amenities, safety and other helpful TRS and Mueller community resources. While the initial focus is on the Alpha building, which will be the first of the two new buildings to be completed, this digital guide will be regularly updated to include any additional information for the Bravo building.

This resource is designed to always provide you the most up to date information on the following:

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and Common Spaces..... 5**
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Building Project Overview

TRS' new headquarters campus at Mueller* in Austin will serve as the ninth TRS headquarters since its inception in 1937. This central Austin site was originally the Robert Mueller Municipal Airport (1936-1999). In 2002, the Austin City Council began [redeveloping Mueller](#).

The Mueller development will provide a vibrant headquarters facility from which TRS can continue to fulfill our mission for years to come on behalf of our members. The new headquarters facility will be comprised of two buildings, six floors each.

All or part of five TRS business units will move to the new campus in the summer of 2023 as the first of two buildings (Alpha) is complete. We anticipate the remaining business units will move to the new campus when the second building (Bravo) is ready in late 2024, which includes an enhanced Member Experience Center for our member services.

The decision to relocate outside downtown Austin is projected to save up to \$23 million over the next 20 years. This will be achieved by avoiding costly renovations to the existing headquarters in downtown Austin and moving out of leased space nearby.

**pronounced Mill' ur as preferred by the namesake family*



Alpha Building by the Numbers

Opening date: May 22, 2023

Stories: 6

Office space: 210,500 s. f. (including leased space on the second floor)

Data cabling: 0.5 million feet or 95 miles (farther away than San Antonio)

Exterior glazing: about 62,000 s.f. (larger than a football field) This maximizes natural light entering the building while minimizing heat gain.

Exterior perforated metal panels: 1,100+

Transportation & Parking

Alpha - 1900 Aldrich, Suite 145, Austin 78723

Bravo - 4655 Mueller Blvd., Austin 78723

The buildings are located adjacent to each other, separated by the parking garages. **Aldrich Street** and **Mueller Boulevard** can be easily accessed from **Barbara Jordan Boulevard** or **Airport Boulevard**. Entry/Exit for the **Alpha garage** is on **Simond Avenue** and **Robert Browning Street**.

Public Transportation

There are multiple CapMetro stops near the headquarters. [CapMetro's trip planner](#) is a useful tool for planning your commute. More information on public transportation plans can be found in the [MetroRapid Expo & Pleasant Valley Update](#).



Map Source: Aquila Commercial

Parking

Free onsite parking at TRS' new headquarters is available to TRS employees, members, and guests. Both buildings will have parking garages with some slight differences between them as the Alpha garage is owned by the City of Austin, while the Bravo garage is owned by TRS. [Read Parking FAQs](#).

Alpha Building Parking

- TRS shares the Alpha garage with the City of Austin.
- More than 200 spaces are reserved for TRS employees 24 hours per day, 7 days per week.
- Between 7:00 a.m. – 6:00 p.m. CT, an additional 500 spaces are held for TRS employees, contractors, and Alpha tenant use.
- Outside these hours, those spaces are open for public use. The remaining spaces in the Alpha garage are available for public/retail parking at an hourly rate.
- Entrances to the Alpha garage are located on Simond Avenue and Robert Browning Street. Alpha is connected to the parking garage via a second-floor sky bridge, expected to be complete soon after the building opens.
- While there are no electric vehicle (EV) charging stations in the city-owned Alpha garage, the City of Austin has [stations nearby](#).
- More information on accessing and leaving the Alpha garage will be provided during your New Building Orientation.

Bravo Building Parking

The Bravo garage will be solely for TRS use during regular business hours. The Bravo garage will include EV charging stations.



Bicycle Parking

Bike storage is available in the Alpha parking garage, and will also be available in the Bravo garage, once complete. Learn more in the New Building Orientation.

Getting Around the Building

The TRS lobby on the first floor is open to the public Monday through Friday from **8:00 a.m. – 5:00 p.m. CT.**

Security and Badge Access

Security officers are on duty 24/7. Employees will be given access to the building based on business need. They will use their access badge to enter and navigate the building, much like the badges are used currently. Elevators are near the lobby and require badges to access Alpha floors 2-6. Stairwells are located on the north/south sides of the building.

Employees and TRS contractors are required to wear their access badge where it can be seen at all times while in the Alpha or Bravo buildings. See the Safety and Security section on page 12 for details on employee and guest access/badge requirements.

Alpha Building

- 1st Floor:** TRS Security, Facilities, conference rooms, lobby, and retail space
- 2nd Floor:** Leased space, Fitness Center, future growth space
- 3rd Floor:** Information Security, Internal Audit, IT, Grab-n-Go station
- 4th Floor:** TRS Health & Investment Management Division
- 5th Floor:** Investment Management Division
- 6th Floor:** Investment Management Division

Bravo Building (Coming 2024)

- 1st Floor:** Member Experience Center-including Member Lobby, Member Counseling, Member Services, and training rooms
- 2nd Floor:** Boardroom, A/V Studio, Print, Mail & Supply, Records & Information Management, and training rooms
- 3rd Floor:** Pension Benefit Services
- 4th Floor:** Pension Benefit Services
- 5th Floor:** Business Administration, Organizational Excellence
- 6th Floor:** Executive, Governmental Relations, Strategy Office, Legal & Compliance, and Finance

Mail/Deliveries

Incoming mail and packages for those housed at Alpha will continue to come through Red River and will be delivered to Alpha by the TRS Mailroom until everyone has moved to Bravo. **NOTE: packages dropped off at Alpha Building Security will not be delivered.** Staff aren't able to secure deliveries. Mailroom staff will also pick up mail as appropriate.

| | |
|---|---|
| Current Mailing Address: | 1000 Red River St. Austin, TX 78701 |
| Alpha Physical Address: <i>Not for deliveries</i> | 1900 Aldrich St., Suite 145 Austin, TX 78723 |
| Bravo Physical Address: <i>(late 2024)</i> | 4655 Mueller Blvd. Austin, TX 78723 |

Workspaces, Meeting Areas and Common Spaces

The building is a light-filled, open environment. Glass-topped workstation partitions and offices with glass walls ensure all workspaces, even those located away from windows, have natural light.

Workspaces

All workspaces are equipped with adjustable electric sit-stand desks. Storage units provide lockable space for personal items. Desk chairs can be adjusted for optimal support and comfort. For special accommodations, please contact the Workplace Accommodations Coordinator. For furniture set-up, see your applicable Quick-Start Guide.

Meeting Areas

Conference rooms, huddle rooms, and phone rooms serve as spaces of all sizes to meet and collaborate. The building also offers an outdoor courtyard equipped with Wi-Fi and spaces to sit, stand or take a short break. The IMD will have the ability to book huddle rooms on the sixth floor. Alpha offers terrace spaces off south-facing fourth and fifth floor conference rooms and a larger, covered outdoor space on the southwest side of the fourth floor. Some areas include power outlets for charging electronic devices such as laptops.

Privacy

Every floor includes multiple huddle rooms available without reservation for small, informal meetings on a first-come, first-served basis. All huddle rooms are generally open for use by any TRS worker. Many floors feature phone rooms as well as wellness/mother's rooms with small refrigerators (these are centrally located on each floor and can be reserved via Outlook). Phone rooms are located throughout the workspace. While they do not include a phone, they are private rooms that allow you to make or receive calls. These are shared spaces available on a first-come, first-served basis, so thanks to everyone for being considerate when using them. Bravo will have similar spaces.

Reservations

Rooms in Alpha are listed by room number, division and descriptive name (ALP6.1006, IMD, Big Bend). See [Study Hall](#) on the TRS Intranet site for further information on booking rooms.

- To reserve a conference room, include the room on your Outlook meeting invitation. Reserving a room through Outlook will add your meeting to the in-room conferencing equipment. All conference rooms include equipment to support hybrid meetings/virtual attendees.
- When reserving a conference or other bookable room, please choose the room size that best matches the number of meeting attendees.
- Most meetings in the TRS Conference Center on the fourth floor can be booked by the INV Planner
- Touchdown/Hoteling Spaces are available for workers who have their primary workstation set up at a remote location and are bookable via Outlook.
- Wellness/mother’s rooms will be bookable by anyone in the agency via Outlook.

Common Spaces

Breakrooms/Kitchen Facilities

Each floor has a breakroom with access to dishwashers, refrigerators, microwave ovens, coffee makers, water, plates, cups, utensils and items for breaks and meal preparation. There will not be space for personal items to be stored, but the areas should be equipped with what you need, and you can store some of your personal items in your workspace if needed. **NOTE:** TRS has modified the [policy on personal appliances](#) in the Alpha and Bravo buildings to mitigate the risks associated with the use of such items on TRS property.

Crockpots and other warming devices are safe to use in the breakrooms but cannot be used in the conference rooms or workspaces. Toasters, toaster ovens, hot plates, griddles, personal chafing dishes and microwave ovens cannot be used in the TRS workspace areas.

If you are requesting permission to use a personal appliance due to a medical condition, please contact the [Workplace Accommodations Coordinator](#). Otherwise, please complete a [Facilities Work Order](#). Facilities or Safety personnel will contact you to discuss your request.

The following items require approval from Facilities based on electrical load restrictions, safety, temperature regulation and/or fire hazard concerns:

| | |
|--------------------|------------------------------|
| Coffee makers | Coffee mug warmers |
| Desk fans | Air purifiers |
| Mini refrigerators | Personal heaters |
| Heated blankets | Lamps (other than desk lamp) |
| Neon lights | Electrical signage |
| Decorative lights | |

Toasters, Toaster Ovens, Hot Plates, Griddles, Personal Chafing Dishes and Microwave Ovens cannot be used in the TRS workspace.

Outdoor Facilities

Both Alpha and Bravo buildings feature publicly accessible courtyard spaces. Each are Wi-Fi-enabled and have some covered seating areas. Alpha has a small amphitheater for TRS employees only. Bravo's courtyard will feature the Umlauf statue that now graces the front entrance of the Red River facility. Alpha has several south-facing balconies. The larger terrace/deck area has fans and covered seating.

Facilities Requests/Issues

Facilities requests and issues may be submitted via the [TRS Service Portal](#) in the same way as other facility requests for existing headquarters locations. Request types include conference room setups, furniture moves, janitorial issues, lock/key issues, temperature issues, and more. After you submit a Facilities request, a member of the Facilities team will contact you.

Equipment & Amenities

Copiers/Printers

There are multi-function printers/scanners located within the work areas on each floor of the buildings. To print, locate the printer nearest you and then connect to it by following [these steps](#). For large print jobs, complete the [Print Shop Request Form](#).

Heating & Cooling

The new TRS headquarter buildings have new HVAC systems with air filters that have a [MERV \(minimum efficiency reporting value\) rating](#) that meets current health and safety standards. Our Facilities team can adjust the system to ensure all areas are comfortable for the greatest number of people possible. Facilities requests and issues may be submitted via the [TRS Service Portal](#).

Noise Control

Offices and meeting spaces are designed to minimize sound transference. White noise systems are also in place to diminish background noise. Building mechanical systems were installed with vibration isolations to limit vibration noise through the walls. Offices, along with other areas throughout the building including conference, huddle and telephone rooms include acoustic drywall partitions to prevent sound transmission. Acoustic panels are also used in workstation partitions to minimize sound transference.

Digital Informational Displays

Monitors designed to share TRS messaging with employees are located in breakrooms within TRS work areas (areas that require badge access). These monitors share updates and other important TRS messages. Contact the Organizational Change Management team if you would like your message displayed on the TRS monitors.

Food & Beverage Options

A grab-and-go food and beverage station will be located on the third floor of Alpha. It offers affordable fresh food options, a variety of snacks, and drinks for purchase. There are several coffee shops and restaurants within walking distance and some that offer delivery. An H-E-B grocery store is also nearby. Here is a [map of the neighborhood](#) and a [list of local businesses](#). A grab-n-go station will be operational soon; watch for an email notification when it opens.

ATMs

There are several ATMs located in the area, including a Frost Bank ATM at the nearby H-E-B.

Exercise Facilities

The Alpha building has a fitness center that is expected to open in late 2023 on the second floor. It will have locker rooms, a studio space, and a variety of cardio and resistance training equipment. It will be available to TRS employees and Alpha building tenants. Bravo will also include a fitness center.

Recycling

In addition to small recycling baskets provided at each workstation, single stream collection containers (all types of recyclables – aluminum, paper, plastics, glass, etc., are collected in one bin) are available in large breakrooms. This graphic illustrates common materials that can or cannot be recycled.

RECYCLE

Paper
(non-confidential)

Newspaper

Receipts

Envelopes

Post-it Notes®

Colored paper

Paper ream wrappers

Brochures

Soft cover books

Folders

Manuals

Posters

Aluminum
cans (empty)

Plastic (empty)

Water bottles

Soda bottles

Rigid Plastic

Plastic Packaging

Metal
Scrap metal

Cardboard

Poster board

Frozen food boxes

Cardboard boxes (broken down)

Items Not Accepted

Confidential papers

Shredded paper

Stickers/Address labels

Glass

Paper towels

Items with food scraps (e.g. pizza boxes)

ECO-CENTER

Batteries

Please deposit batteries in the special receptacles located in the eco-center.

Small Electronics

Please deposit small electronics in the special receptacles located in the eco-center.

The Eco-Center is located in the cafeteria on the 2nd floor of the East Building.

GREY BINS

Confidential Paper

Grey bins are located on every floor of TRS buildings.

GARBAGE

Glass*

Paper towels

Plastic bags*

Styrofoam*

Food waste, Wrappers, Containers

Pizza boxes

Items Not Accepted

Batteries*

Chemical Containers*

Paint*

*may be recycled at other locations outside of TRS.

8



Safety & Security

Safety and security at TRS' new headquarters remain top priorities, and existing precautions and practices remain in place. Familiarize yourself with the [TRS Health & Safety at Work manual](#).

Emergency Precautions

The Alpha building complies with the National Fire Protection Association (NFPA) Life Safety Code and is equipped with fire alarms, strobe lights, fire-rated doors and walls, and sprinklers. Bravo will be the same. Building access for visitors, guests, and non-TRS workers is restricted. The TRS Safety team has Safety Liaisons within each division who aid during emergencies. TRS emergency and safety information can be viewed on the [Safety and Security Operations](#) intranet page.

Emergency Communications

If you have an emergency requiring police, fire or EMS, call 911. TRS Security will be informed when a 911 call is made from a TRS office phone. As is the current process, emergency communications from TRS will come through the TRSAlert system. Employees are encouraged to sign up to receive TRSAlerts via email or text message. Additionally, TRS may use the Microsoft TEAMS TRSAlert channel to notify all TRS workers of emergency updates. For any other security or safety related concerns or questions, please contact the **TRS Alpha Security team at ext. 6100**.

Department Safety Liaisons

Each division/department has a designated point of contact for safety issues and communications. These Safety Liaisons attend training in safety and emergency response-related matters. They assist with ensuring all members of their teams are accounted for in emergency situations. Liaisons also coordinate with the Security and Safety team to provide direction to their department in an emergency. A list of current Safety Liaisons can be found on the Security and Safety Operations intranet page.

Fire Safety

If you see smoke or fire, call 911 then immediately proceed to the nearest safe exit. Close, but don't lock, the doors as you evacuate. Once outside, make your way to your workgroup's designated meeting location and check in with your Safety Liaison.

Weather Emergencies

As per current practice, the TRS Security team monitors local weather conditions and will issue a TRSAlert and Teams channel message, if needed. If severe weather approaches during working hours, TRS Security will provide direction on safety precautions as needed.

If inclement weather results in a TRS closure or delayed start, announcements will be sent via the TRSAlert system and Teams. If no announcement is made, report to work as soon as it is safe for you.

Medical Emergencies

Dial 911 for any medical emergencies. Security will be informed of any 911 calls made from TRS office phones and will work to assist you. Automated external defibrillators (AEDs) are located throughout the building (see the TRS Health and Safety at Work Manual for more information).

Several urgent care locations and a hospital are located nearby. For minor emergencies, first aid kits are located throughout the buildings. This will be discussed in New Building Orientation.

Suspicious Packages/Threats

If you receive a suspicious package, call 911 and notify TRS Security. Do not touch the package. If you receive a threat of violence, call 911 or have someone call 911 for you. Gather as much information as you safely can about the threat. Security will be informed that a 911 call has been placed from a TRS phone and will work to assist you.

Secure Building Access

TRS employees need to use their badges to access TRS floors and specific workspaces within each floor. Badge access may vary depending on the business need. All employees should swipe their badges when entering rooms and ensure that they do not allow others to "tailgate" into access-controlled areas. Tailgating occurs when one person swipes their badge, but then allows others to enter at the same time.



All other TRS visitors must stop at the building security station to check in and receive a visitor badge. Visitor badges provide limited access to some common areas such as restrooms and break-rooms. All TRS employees must meet their guests and escort them to their proper meeting area.

Note: From May 22 until June 19, the IMD front desk will be in the small conference room on the first floor. After June 19, IMD visitors will need to check in at the reception desk on the fourth floor after first checking in with first floor Security.

As is current process, if you are expecting a visitor, please email Security with the name of the visitor, their anticipated arrival time, sponsor name, and phone number. Security will issue visitor badges to all expected visitors and notify the listed sponsors of their arrival. If unexpected visitors arrive, you will be asked to come to the security station before they are issued a visitor badge.

Alpha Building

The first floor of Alpha is a dedicated retail space accessible by the public as well as TRS' Business Administration team and a conference room. The second floor is leased space where access will be decided by the tenant(s). A security station is on the first floor. Security officers here can help visitors and employees with access to TRS floors, if needed.

Bravo Building

Bravo is dedicated solely to TRS and will include the Member Experience Center. As per current practice at Red River, security officers and a reception desk will be on the first floor. More details will be provided as Bravo is completed.



Garage Security

Security officers will conduct periodic sweeps of the parking garage. TRS has many parking spaces for TRS workers within the Alpha garage. You will need to [register your vehicle\(s\)](#) to enable garage badge access. Read more about [Alpha Building FAQs](#). Garage information will be covered during New Building Orientation.

Office Etiquette

The new headquarters was designed with an open concept to support collaboration and communication. There are numerous conference and huddle rooms located within the building which offer space for different sized groups to come together and share ideas and experiences.

There are also a number of hoteling workspaces throughout the building that can be booked by workers who have their primary workstation set up at a remote location. Individuals interested in booking a hoteling workspace can reserve one through Outlook. While this office arrangement encourages creative and collaborative work, the open concept makes it important for all to be considerate of others' personal space and be aware of possible disruptions.



Workspace Best Practices

Keep It Neat - Open floor plans allow workspaces and materials to be viewed by others. Ensure your workspace is neat and organized. Hide and lock any confidential material with which you work when leaving your workspace.

Respect Your Neighbor - Check with your neighbor to see if they are available before asking questions or starting a discussion. When entering someone else's workspace, knock, even if there is not a physical door. Try not to listen in on your neighbors' conversations and avoid looking at their screens/work when walking by.

Limit the Noise - Adjust the ringer on your phone to a volume only you can hear or keep your cell phone on silent or vibrate. Avoid using speaker phone. Use a headset, when possible, for virtual meetings or when working on items that include sound. Be aware of the volume of your voice when talking on the phone or in a virtual meeting. Use phone, huddle or conference rooms for quick personal calls or lengthy work conversations.

Talk to Neighbors about Lighting - Individuals have different preferences when it comes to lighting of a shared workspace. Coordinate with those around you to decide the proper amount of light. If you enjoy working in a bright space, consider bringing in a small lamp. The window shades should be open to allow light in the building; however, if needed, they can be closed if those working in the area agree.

Be Mindful of Strong Scents - Strong food odors, perfumes, sweaty clothing, nail polish, hairspray, and cologne can interfere with others' ability to do their work. Please consider others and do not use heavily scented items in your work area. Dispose of food waste in the proper receptacles when you finish eating.

Shared Workspace Tips

2

Quiet Please

Moderate your voice and avoid speaking loudly across the room or to others outside of the shared space

Use a headset rather than the speaker (for your computer and phone)

Hold in-person meetings away from your desk

Set your personal phone to vibrate or turn it off

Be mindful of noisy habits (e.g., repeatedly clicking pens) that may disturb others

Practice General Office Etiquette

Leave common workspaces neat and tidy

Avoid strong smells (e.g., foods, perfumes)

Save personal business for break time

1

Respect is the Key to Success

Be kind and assume positive intent in interactions

Lead by example and others will likely follow

3

Respect Boundaries

Treat shared workspaces as offices (e.g., knock before entering someone's space)

Ask, "Is this a good time to talk?" before engaging in a discussion with those around you

Get permission before using a colleague's office supplies or personal items

Don't eavesdrop on conversations

Don't interject your thoughts and opinions about your colleague's projects (unless you are asked)

4

5

Communicate

Speak openly and respectfully to reach solutions

Remember that sharing a workspace is about compromise



Follow Hybrid Meeting Best Practices

Hybrid meetings, whether you are attending in-person or virtually, can have unique issues. If you are an in-person attendee at a hybrid meeting, be sure to monitor the meeting chat, minimize side conversations, and allow room for virtual attendees to participate. If you're planning to attend virtually, challenge yourself to be present in the meeting by avoiding multitasking, and limiting the distractions around you.

Common Spaces – Best Practices

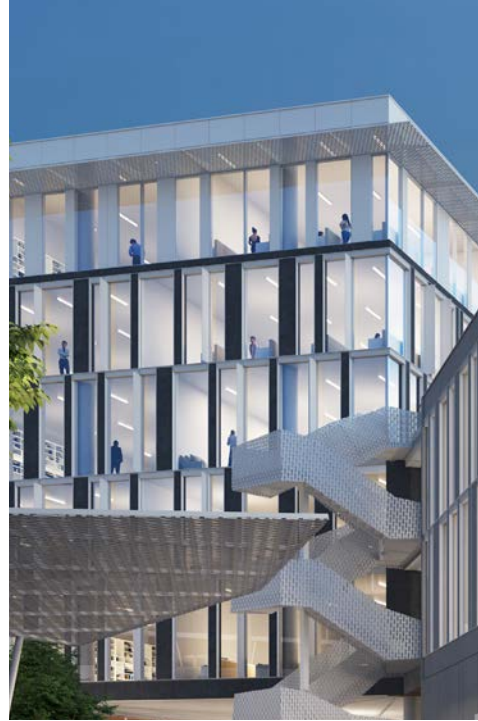
Clean up after yourself – Dispose of waste and wipe down microwaves, tables, sinks and other items after use.

Do not leave dishes in the sink – Wash and store them in the proper location.

Limit the food and personal items you store – This will ensure others have room for their items too.

Replace paper in copiers and empty the shredder bags – When basic action is needed, take it. Do not leave it for someone else.

Do not linger in huddle or phone rooms – These rooms are not personal spaces. They are intended for brief interactions or calls. If you need a room for a longer period, book a conference room or hoteling space.



Reference Resources & Links

[1TRS portal](#)

(This one-stop shop for resources is also accessible from the 1TRS icon on your desktop)

[TRs Alerts Sign up](#)

[Health and Safety at Work \(safety manual\)](#)

[Mueller Austin: The Plan](#)

[Mueller Austin Businesses](#)

[TRs Campus Through the Years](#)



TRS Vision

Earning your trust every day.



TRS Mission

Improving the retirement security of our members by prudently investing and managing the Trust assets and delivering benefits that make a positive difference in their lives.

