

SSA Boston Region

Special Agency Requirements for Field Offices

The purpose of this document is to clearly describe the types of properties that are acceptable for SSA Field Office operations and which are not. The document is broken up into three main headings: Location, Building, and Interior Space.

Location Requirements:

- 1) Site access shall be via a direct route from a primary or secondary street.
- 2) Traffic control devices and pedestrian crosswalks are required within two blocks.
- 3) Sidewalks and pedestrian walkways shall be present along roadways and access roads.
- 4) Public transportation route stops shall be located within .25 mi of the offered location. The public transportation must service this location on an hourly basis (minimum) from 8:00 a.m. to 3:00 p.m., except Saturdays, Sundays, and federal holidays.
- 5) Public parking shall be available on site or within .25 miles of the offered space. Restricted or metered parking of one hour or less within .25 miles of the space does not meet parking requirements.
- 6) There shall be no history of prior heavy industrial use, such as dry cleaning operations, gas stations, rail yards, or machinery maintenance yards.
- 7) The site shall not be located within .25 mi of active railroad tracks, airports or heavily congested highways.
- 8) There shall be adequate eating facilities located within .5 miles. Other employee services, such as retail shops, cleaners, banks, etc., shall be located within 2 miles.
- 9) Mixed use sites with residential or living quarters located within the building are not acceptable.
- 10) Sites located immediately adjacent to establishments whose primary operation is the sale of alcoholic beverages, marijuana dispensaries, firearms sold/discharged, drug treatment, or detention facilities are not acceptable.

Building Requirements:

- 1) The site shall be Class A standard commercial or office space consistent with the local market.
- 2) The site shall not be located below grade.
- 3) Sites located above street level are required to have a minimum of two accessible elevators. One of the accessible elevators may be a freight elevator. Elevators shall not discharge directly into SSA space.

Interior Space Requirements:

- 1) The space is required to be contiguous.
- 2) The space is required to be level and shall not utilize interior ramps to resolve changes in grade.
- 3) The space may not be more than twice as long as it is wide.
- 4) The space must be conducive to SSA's business operation design. Space elements such as quantity and size of columns, load bearing walls, irregular shape, etc., may not impede an efficient space layout, the use of modular furniture, or office work flows. SSA shall prepare a test fit to confirm the acceptability of the space.
- 5) Ceilings shall be 9' to 12' as measured from floor to the lowest obstruction.
- 6) Sufficient space shall exist between the drop ceiling and the deck of the floor above to allow for lighting, HVAC equipment, fire suppression piping, etc.
- 7) The site shall have two lines of windows for natural lighting.