



Flight Services

Seattle Campus Welcome Guide



Welcome to the Flight Services Seattle Campus



Our goal is to give you the vital training required to operate and maintain your airplanes safely and efficiently.

Our staff wants to help make your training as pleasant and productive as possible. This Guest Information Guide will give you the basic information that you need while you are in training. If you have any questions that are not answered by this guide, please call Guest Services at 206-662-4088.

Thank you for choosing Boeing Flight Services for your training. We look forward to meeting and working with you while you are here. Enjoy your stay!

Mark Albert
Director, Campus Operations

Guest Information

Badges and Security

You will receive your badge on the first day of training. Please always wear it clearly visible above the waist while you are at the Seattle Campus. If you visit other areas of Boeing, please be aware that you should be escorted by a Boeing employee, both for your safety and for security reasons. We appreciate your willingness to abide by this policy.

Absolutely no alcoholic beverages are allowed on Boeing premises or on Boeing transportation.

Banking

Please contact Guest Services for banking information. The staff at your accommodations can also advise you about bank hours and services.

Please do not carry large amounts of cash on your person. A cash machine is located in the cafeteria.

Cameras

The use of personal cameras (both still and video) is not permitted at the Seattle Campus. The only exception is the use of personal cameras to take pictures of fellow classmates in the lobby areas on the first and second floors and immediately outside the primary entrance to the center. Requests for pictures outside of these areas require special permission. We will work with our students to accommodate these needs.

Class Schedule

Your instructor will give you your class schedule on the first day of training.

Fitness Center

Guests who are attending Maintenance Training courses at the Seattle Campus may use the 24-hour fitness center on the first floor. Please see Guest Services for an application and information. There is a monthly fee of \$40 for this service.

Food Service

The cafeteria serves breakfast from 0630 to 0900 and lunch from 1100 to 1300, Monday through Friday. Various other food items and beverages are available all day from 0630 to 1500. Vending machines are conveniently located just inside the cafeteria entrance.

Gift Store

The gift store, located on the first floor behind the escalators, is open Monday through Friday, 0900 to 1600. For more information about the store, please check with the lobby receptionist or call 206-662-3478.

Lobby Receptionist

The lobby receptionist can answer your questions, assist you with lost items, and find storage for your luggage. The receptionist can be reached at 206-662-3422. Lobby hours are 0700 to 1530, Monday through Friday.

Mail and Messages

Mail addressed to customers in care of the Seattle Campus may be delayed. We recommend that your personal mail be sent to the address of your accommodations.

While you are at the Seattle Campus, messages may be left for you at 206-662-4088. You can pick them up at Guest Services.

Medical Services

If you become ill during training, please notify your instructor and Guest Services, who can arrange for transportation to the nearest medical facility. Please be aware that private treatment may be at your expense. If you become ill during the day and cannot attend class, please notify your instructor. For medical emergencies that occur away from Boeing, call 911. For emergencies at Boeing, dial 911, then 206-655-2222.

Passports and Visas

If you are a visitor to this country, you are required to carry your passport at all times during your stay.

If you plan to visit Canada while you are here, check with Guest Services for information on obtaining a visa from the Canadian consulate.

You will be responsible for any fees involved in obtaining or extending your visa.

Telephones

At the Seattle Campus, you will find telephones available for toll-free and local calls, including calls to other Boeing facilities.

Tobacco-free Workplace Policy

Use of tobacco products is no longer permitted on Boeing property. Tobacco products are defined as pipes, cigars, cigarettes, chew, snuff, snus (spitless tobacco) and clove cigarettes. Employees, customers, suppliers, and visitors are not allowed to use the products while on all company-owned property. Boeing premises are defined by building entrances and sidewalks, parking lots (including vehicles parked on Boeing property), and loading docks. If you choose to smoke, off Boeing property, a Secure Token will be made available for you to re-enter the building through a side door instead of the main entrance. Please contact your instructor for information.

Training Materials

Depending on your training program, at the end of training you may be eligible to have us arrange shipping of your training materials to an address provided. Your instructor can provide you with instructions on packing, labeling, and addressing.

Transportation

Transportation is available to and from accommodations near the Seattle Campus. Because Southcenter and Tukwila are located conveniently near our building, we recommend that you choose accommodations in these areas. Both Southcenter and Tukwila offer a wide range of shopping, dining, and entertainment. Depending on your training program, you may be eligible to take advantage of Boeing Transportation. If so, Boeing Transportation will pick you up at your accommodations approximately 15 to 30 minutes before the start of training in the morning and return you at the end of the training day. Contact Guest Services for details.

Please notify Guest Services at 206-662-4088

- If your accommodations or pickup and return times change.
- If you do not need transportation. Please let us know before or on the first day of class.

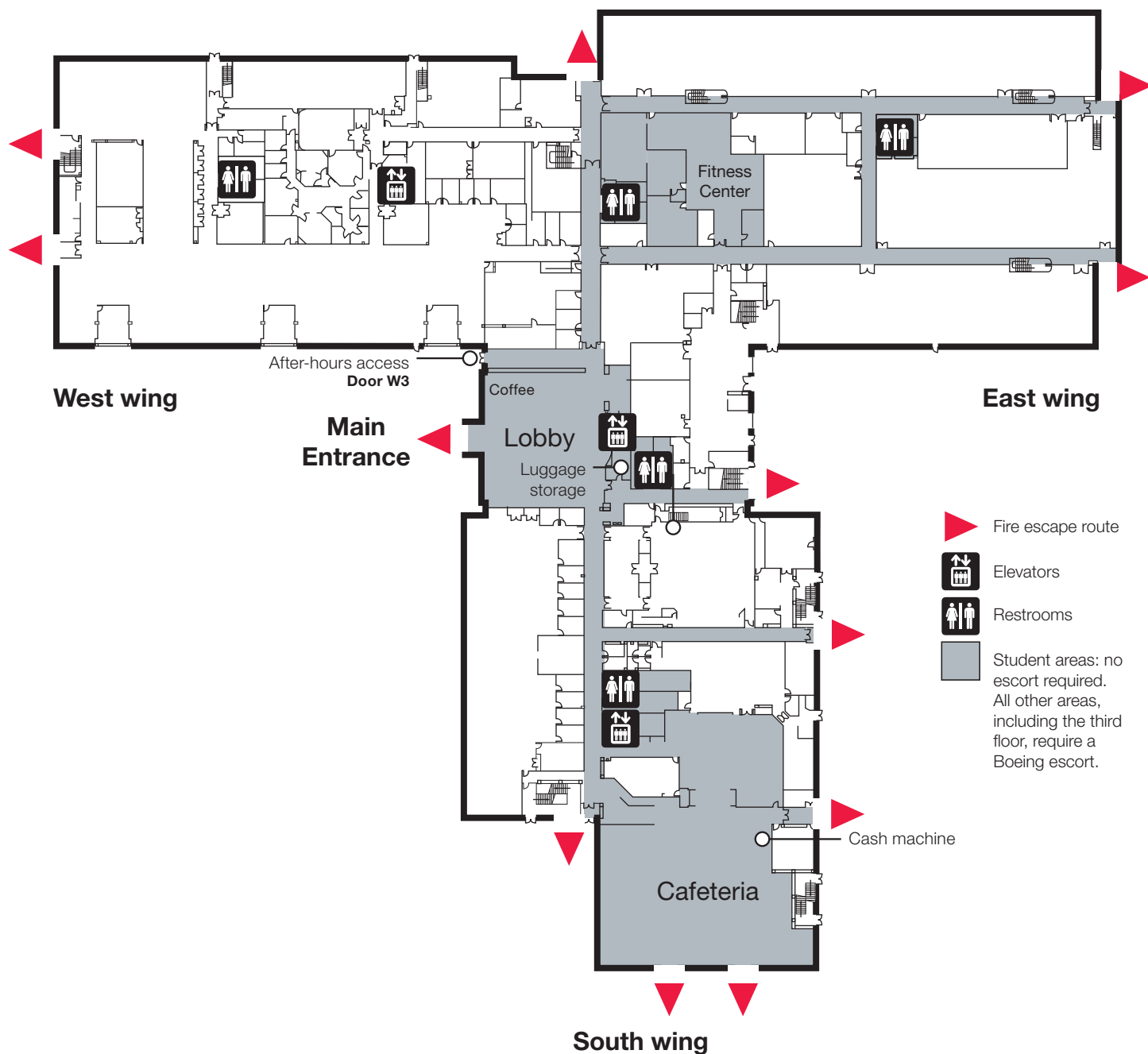
We regret that we cannot provide transportation to private residences or to anywhere other than the Seattle Campus and your accommodations. If you need assistance arranging private transportation during your stay, call Guest Services or ask the staff at your accommodations. They are knowledgeable about local public and private transportation.

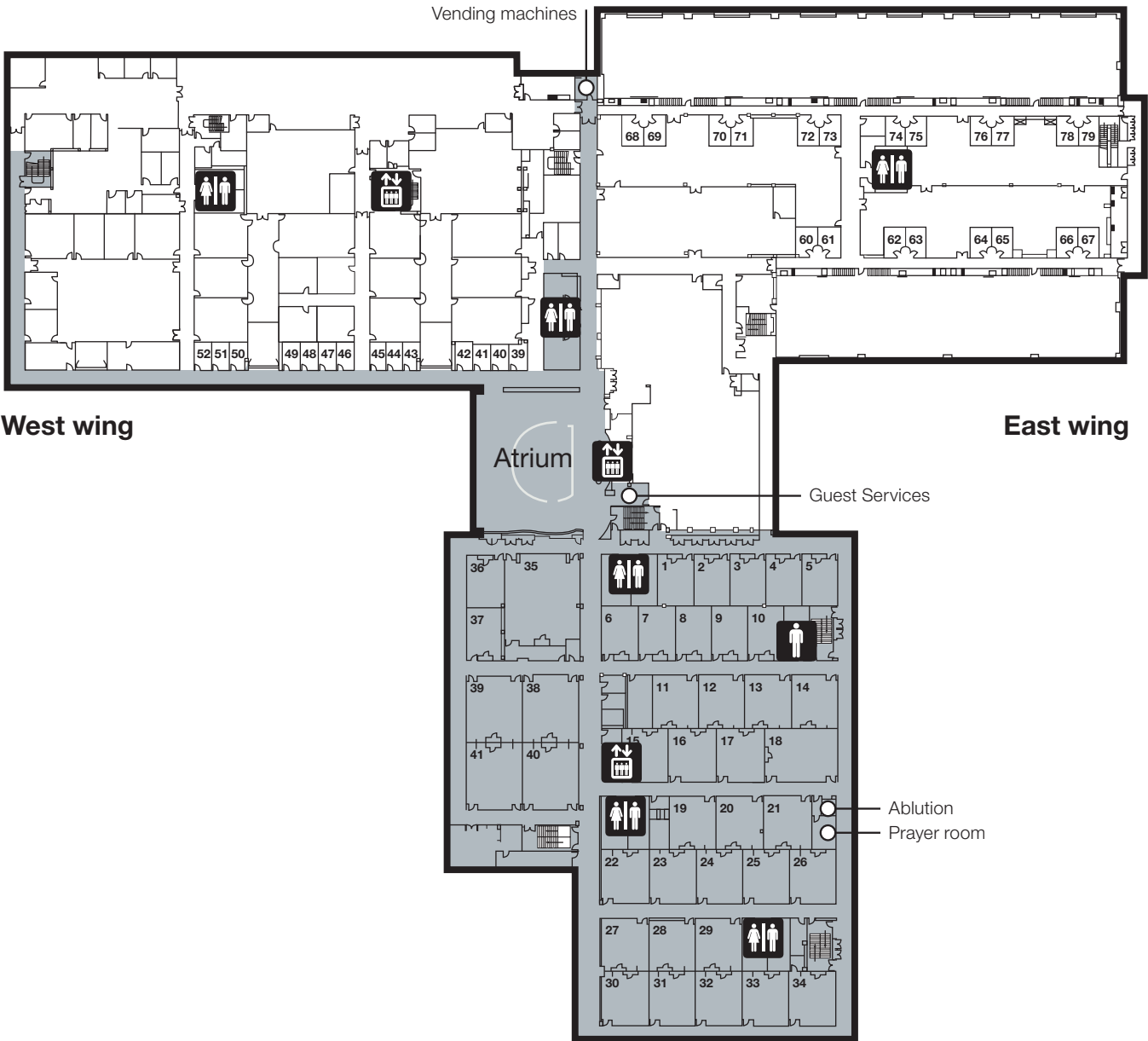
Personal and rental vehicles are allowed. Parking rules are strictly enforced at the Seattle Campus. Vehicles may be parked within stalls marked Airline Customer or any unmarked stall. Vehicles parked in any other marked stall will be towed.

Travel and Ticket Arrangements

If you need to change your airline reservation, please call the airline. We regret we are unable to make your personal travel arrangements.

First Floor







Driving Directions

Boeing Flight Services
1301 SW 16th Street
Building 25-01
Renton, WA 98057

Traveling south on I-405 South

- Take exit 1 (181 South, Tukwila, West Valley Highway).
- Turn right on Interurban.
- Turn left on SW Grady Way.
- Turn right on Oakesdale Avenue SW.
- Turn right on SW 16th Street.
- Turn left into parking lot.

Traveling north or south on I-5

- Take exit to I-405 North.
- Take exit 1 (181 South, Tukwila, West Valley Highway).
- Turn left on West Valley Highway/ Interurban.
- Turn right on SW Grady Way.
- Turn right on Oakesdale Avenue SW.
- Turn right on SW 16th Street.
- Turn left into parking lot.

From SeaTac Airport

- Follow green and white "To Freeways" signs.
- Exit right on East 518 to I-405 North.
- Continue on I-405 North (Renton, Bellevue).
- Take exit 1 (181 South, Tukwila, West Valley Highway).
- Turn left on West Valley Highway/ Interurban.
- Turn right on SW Grady Way.
- Turn right on Oakesdale Avenue SW.
- Turn right on SW 16th Street.
- Turn left into parking lot.



Guest Information

Guest Services Office

Located on the second floor near the escalators, Guest Services can be reached by phone at 206-662-4088. The staff can offer you these services:

- Preparing your customer badge for the Seattle Campus (Boeing building 25-01).
- Assisting you with transportation needs to and from the training center (e.g., hotel transportation, rental cars, and entitlement classes).
- Assisting you with rental car reservations.
- Helping to direct you with simple banking transactions and passport and visa matters.
- Providing information regarding sightseeing tours and other activities.
- Handling personal messages for you while you are at the Seattle Campus.
- Assistance with obtaining medical services.
- Complimentary computers are available in the atrium, as well as high-speed wireless Internet access. Please see Guest Services for password information.

Field Trip Guidelines

It is our desire to provide you, the customer, with as many opportunities as possible to view components and operations on the airplane. In most cases, these field trips are to the production or flight-line areas, where schedules are tightly enforced. The production and flight-line personnel make every effort possible to provide you with the information required. We respectfully request your cooperation by observing the following procedures:

- One instructor will be assigned for as many as eight customers. Please remain in your assigned groups.
- Do not open compartments, operate systems, remove components, and so on. Your instructor will check with production supervision for any special requests.
- Use your Field Trip Check List. The instructors will assist you in locating any items.
- Observe and comply with all safety requirements.
- Respect Boeing employees' need to perform their required tasks.
- Hard-soled shoes must be worn on field trips (i.e., no tennis shoes, open-toed sandals, or high-heeled shoes are allowed).
- Protective glasses and ear plugs must be worn in designated areas.
- Possession of personal cameras in areas of Boeing outside the Seattle Campus is not permitted.

Safety

Your safety while at the Seattle Campus is important to us. If you have any questions or concerns please contact Guest Services.

Automatic External Defibrillators (AED)

The campus is equipped with (an) AED in the event of an emergency. AEDs are located

- 1st floor: In the fitness center.
- 2nd floor: Just north of the atrium at column N12.
- 3rd floor: Just north of the atrium at column N12.

Report any instance of removing an AED from the cabinet to Guest Services so it may be checked before being put back into service.

Evacuation/Shelter-in-place

Take responsibility for knowing what to do in the event of an evacuation or shelter in place. Shelter in place is an event where it is safer to stay inside in a designated area such as a conference room away from external hazards. Please see the Building Evacuation Map and Evacuation Plan for more information.

Injuries

If you are injured while on campus First Aid is available at Guest Services Desk. For serious injuries and medical emergencies call 8-911 from any desk phone. Report all injuries to Guest Services.





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Boeing Commercial Airplanes

Flight Services

P.O. Box 34787, MC 20-74

Seattle, WA 98124-1787