



The Chicago Office

Entering the Building

Travel

Food & Other Amenities

Gym memberships

Company sponsored meals

Snacks program

Badges

Building Requests (temperature, fix something, etc.)

Rise Tenant Portal

Registering Visitors

Mail and Packages

Incoming Packages

Incoming Mail

Outgoing mail/packages

Emergency Response Plan



Focused Labs @ The Old Post Office Building
433 W Van Buren St,

Suite 1100-B,
Chicago, IL 60607



Entering the Building

The Focused Labs office is located in the Old Post Office on the 11th floor, Suite B. You can access the 11th floor using the elevators on the North side of the building, bank B.

The Old Post Office requires you to carry an access badge at all times. The badge will provide you access to the building as well as the Focused Labs office suite 24/7



If it is your first day, a team member will meet you in the lobby and guide you up to our office!

Travel

The Old Post Office is accessible via CTA, Metra, Bike and Automobile

- If you use the CTA - we will be reimbursing your travel in full. We ask that you submit CTA expenses at the end of each month for any given month using the expensing process.
- If you use Metra - we will be reimbursing your travel in full. We ask that you purchase a 10-ride pass and submit expenses using the expense process.
- If you Drive - we will be reimbursing your travel in full. We ask that you park in the Old Post Office parking garage located at 404 West Harrison. Please submit all receipts for reimbursement no more than weekly.
 - [Link to driving instructions.](#)
- If you Bike - you will need to register your bike using the Rise app "Post433". You can go to Discover > Bike room in the app to register your bike.

Food & Other Amenities

Gym memberships

The Old Post Office has a gym located on the second floor called Boxcar and Focused Labs will reimburse the cost of an annual membership in full. You will need to sign up in person and let the front desk know you are a building tenant, Focused Labs. You can either coordinate with JT to sign up using a company credit card or you can pay with your personal credit card and submit a receipt for reimbursement.

Company sponsored meals

Right now we are offering lunch on Tuesdays and Thursdays.

Snacks program

Snacks, coffee, and other beverages are available at the office throughout the day. Have a request for a snack or beverage? Submit a request to help@!

Badges

All new hires in Chicago will receive a badge for the office upon their start date. If you move to Chicago or need a badge for a longer stay, please reach out to help@.

Lost your badge?

Email help@ and we'll get you a replacement.

Building Requests (temperature, fix something, etc.)

Please reach out to help@ - Rachel or JT - with any requests and a ticket will be submitted on your behalf. Please be sure to submit any tickets for issues you find in the office so that they can be resolved in a timely manner.

Need a trash item - oversized trash, food waste, etc. - removed during the day? Just let JT or Rachel (or help@) know and we'll submit a ticket to have it removed by the building asap!

Rise Tenant Portal

If you are a Chicagoland resident you will receive an email from noreply@risebuildings.com titled "Welcome to the Post433 App" to sign up for the app.

Use the Rise app to register visitors, find information about building events, and submit building forms (eg bike room form)

Registering Visitors

Use the rise app to register your guest, if you provide an email for the visitor, they will receive a digital pass. They will bring the pass to the security desk for a quicker checkin. Plan to meet your visitor in the lobby if possible, as the building is a bit confusing for new-comers!

Mail and Packages

Incoming Packages

All packages (Amazon included) should be shipped to the dock at the address below. The building's messenger team will retrieve the package and deliver it to the suite.



Your Name
Focused Labs
404 W Harrison St., Suite
1100-A
Chicago, IL 60607

Incoming Mail

All incoming mail will be delivered to the building's messenger center and their team will hand deliver to our suite. Please use the address below for regular



Your Name
Focused Labs
433 W Van Buren St, Suite
1100-B,
Chicago, IL 60607

Outgoing mail/packages

Outgoing mail can be dropped off at the messenger center (specific location TBD). If you've scheduled a package pickup from UPS/FedEx/DHL, you need to alert the messenger center of the building by either calling the Center directly at (312) 872-4701, or putting in a ticket - JT/Rachel can submit package pickup tickets on behalf of employees.



Your Name
Focused Labs
404 W Harrison St., Suite 1100-A
Chicago, IL 60607

 [Focused Labs Chicago Visitor Guide](#)

 [OPO Conference Room Guide](#)

Emergency Response Plan

Follow instructions provided by the building in case of emergency.

Safe meetup area in case of emergency. If you have to vacate the building, please head to this location so we know you're safe.

[Corner of Van Buren and Clinton](#)