

Queen Anne's County, Denton in Caroline County, Ellicott City in Howard County, Glen Burnie in Anne Arundel County, Bel Air in Harford County, and Elkton in Cecil County. The Division's oversight will extend to ten structures, when construction begins on the Wabash Avenue building in Baltimore City in 1983 and on the Upper Marlboro building in Prince George's County in 1984.

The Division provides both preventive and routine maintenance and oversees the contractual provision of repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. These tasks are accomplished through contractual arrangements with private companies under supervision of Division personnel. The Division operates a comprehensive supply system for equipment and materials needed to maintain the buildings. Contractual services include housekeeping, security, elevator maintenance service and repair, pest control, window cleaning, fire detection and safety equipment services, major equipment service and repair, electrical and plumbing service and repair, and trash removal.

## DIVISION OF REAL ESTATE

Wm. Raymond Bosley, *Director*

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The Division of Real Estate was administratively formed by the Department of General Services in July 1978. The Division combines the Space Management Branch and the Land Acquisition Branch under one Director. The intent of this consolidation was to increase the coordination and efficiency of the State's real estate functions, since many of these transactions overlap the responsibilities of both sections.

### Land Acquisition Branch

Norman M. Baer, *Chief*

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The Land Acquisition Branch acquires and disposes of real property for State agencies with the exception of the Department of Transportation. The majority of the Branch's work involves acquisition of Open Space property for the Department of Natural Resources that is to be designated as State parks, wildlife preserves, and natural environment areas. Acquisition activities include obtaining independent appraisals of the property in question, conducting negotiations with the owners of the property, securing purchase op-

tions, and requesting Board of Public Works approval on proposed purchase terms. The Branch also processes requests to obtain or grant rights of way, utility, preservation, and scenic easements. Property transfers between State agencies and the disposition of excess property are also processed by the Branch and presented for approval to the Board of Public Works.

### Space Management Branch

Klaus P. Heinemeyer, *Chief*

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The Space Management Branch manages space assignments in State-owned facilities, acquires leased facilities for all State agencies, approves space modifications, establishes standards for the allocation of space, negotiates the leasing of State property (except Port and Aviation facilities), and conducts surveys of State space requirements. The Branch also negotiates certain concession agreements and makes recommendations to the Board of Public Works on the need for State office space construction.

## ASSISTANT SECRETARY FOR OPERATIONS

Robin J. Zee, *Assistant Secretary*

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The Assistant Secretary for Operations is responsible for the management and general direction of the Office of Central Services and the Office of Administrative and Fiscal Services. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services effectively meet the needs of the agencies served. The Assistant Secretary is the Department's principal Legislative Liaison. The Assistant Secretary for Operations and Assistant Secretary for Capital Programs constitute the Department's Procurement Review Board. In addition, the Assistant Secretary performs such other duties as may be assigned by the Secretary and Deputy Secretary.

## OFFICE OF CENTRAL SERVICES

John A. Kelly, *Director*

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The Director provides policy and administrative direction for supportive services that are gen-