

The Division provides technical support to the Interagency Committee for Public School Construction. This support includes, but is not limited to, the review and approval of school construction design proposals and the coordination of school construction between the State, the twenty-three counties, and Baltimore City. In addition, staff provides the required design and technical reviews for the development of community college projects constructed throughout the State.

OFFICE OF FACILITIES ACQUISITION AND MANAGEMENT

Donald S. Parry, *Director*

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This Office is responsible for providing technical assistance to physical plant personnel in the operation and maintenance of facilities in their care, for operating and protecting the Annapolis and Baltimore State Office Complexes, and for acquiring land and commercial office space for State agencies. The Office is organized into five functional divisions: Plant Management, Annapolis Public Buildings and Grounds, Baltimore Public Buildings and Grounds, and Land Acquisition and Space Management.

PLANT MANAGEMENT

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This Division is responsible for inspecting each State facility on a regular basis in terms of its pre-maintenance and operational status. The Division also lends assistance to physical plant superintendents in the operation of facilities and equipment that they are responsible for maintaining. This assistance includes establishing maintenance guidelines, providing engineering and technical advice on improvement projects, preparing contract documents and contractor directories, and reviewing all renovation and repair contract documents prior to their submission to the Board of Public Works. This review is to ensure that the work is required, that contract specifications are accurate, and that prices are competitive.

The Division also operates an energy conservation program, which includes the utilization of monthly fuel reports. The purpose of these

reports is to identify abnormal energy consumptions and to help State facilities economize on their energy usage.

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS

John F. Sikorski, *Superintendent*

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The Division's goal is to provide the best possible care and maintenance of all buildings, grounds, and related equipment and to provide security, telephone, and housekeeping services to the entire State Office Complex in Annapolis. This Complex consists of sixteen buildings, twenty-nine acres of landscaped areas, and six acres of parking lots. This Division is responsible for ensuring that all buildings and grounds are maintained in a good state of repair.

Several of the buildings within the Complex have important historic value and must be regularly cared for to retain them as showplaces for the public. The Division also gives similar care to the Complex's newer buildings to extend their life span. These tasks are accomplished by a full-time maintenance force consisting of mechanical, electrical, carpentry, painting, refrigeration, electronic, housekeeping, and groundskeeping personnel. Security protection throughout the Complex is provided twenty-four hours a day, seven days a week, with a force comprised of Special Police, Building Guards, and Watchmen.

The Division also operates a comprehensive supply system for the acquisition of equipment and materials necessary for the maintenance of the Complex and some of its vehicles. In addition, the Division dispatches and controls the operation of pool cars and other Complex vehicles. Maintenance tasks and service functions that are of a magnitude or specialization beyond the capability of in-house personnel are contracted from outside sources. Examples of contractual services are elevator maintenance service and repair, the exterior painting of buildings, fire and safety modifications, the repair and maintenance of specialized equipment, extermination services, window cleaning services, fire detection and safety equipment services, and the servicing of the Complex's surveillance equipment.