

BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Frederick W. DeJong, *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 Baltimore. The Complex is comprised of four State-owned buildings, which encompass approximately 1,610,200 gross square feet of office space. The State buildings are at 301 West Preston Street (SB #1), 300 West Preston Street (SB #2), 2100 Guilford Avenue (SB #3), and 201 West Preston Street (SB #4). The Division also maintains six acres of landscaped area, which includes an elevated pedway system and parking for 4,356 vehicles. In addition, the Division maintains the State warehouse at Jessup and the records center facility in Waterloo.

In the maintenance area, the Division provides both preventive and routine maintenance, major repairs, alterations, improvements, and housekeeping services aimed at preserving facilities and equipment at a level satisfactory to perform their designed function. 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. 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 for 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.

LEASING AND LAND ACQUISITION

Space Management

W. Raymond Bosley
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The Space Management unit 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 Division also negotiates certain concession agreements and makes recommendations concerning the need for State office space construction.

Land Acquisition

Robert C. Harrison, *Chief*
301 West Preston Street
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The Land Acquisition unit is responsible for the purchase of all land acquired under Program Open Space and any other real property required by all State agencies except the Department of Transportation. Property is obtained either through donation, purchase, or condemnation. The Division processes requests for utility easements or rights-of-way across State property and historic or scenic preservation easements. Real property transfers between State agencies and the disposition of excess real property are also processed by the Land Acquisition unit.

OFFICE OF CENTRAL SERVICES

Robin J. Zee, *Director*
301 West Preston Street
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The Director provides administrative and management direction of supportive services that are generally independent of one or another and are necessary for the effective operation of State agencies. The office is organized into divisions according to functional responsibility: Purchasing Bureau, Telecommunications, Printing and