

This Division is responsible for implementing the State's Comprehensive Maintenance and Repair Program. The Division inspects each State facility on a regular basis in terms of its preventive maintenance and operational status. It assists physical plant superintendents in establishing maintenance guidelines, provides engineering and technical advice on maintenance projects, prepares contract documents and contractor directories, and reviews all renovation and repair contract documents prior to their submission to the Board of Public Works. This review is to ensure that the work being requested is justified, that contract specifications are accurate, and that prices are competitive.

The Division also operates an energy conservation program. State facilities can utilize monthly fuel consumption reports to identify abnormal energy consumption to help them economize on their energy usage.

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS

John F. Sikorski, *Superintendent*

William W. LaViolette, *Assistant Superintendent*

Central Services Building
29 St. John's Street
Annapolis 21401

Telephone: 269-3611
Nights & Holidays:
269-3411

This Division is responsible for the operation, maintenance, and security of the State Office Complex in Annapolis. This Complex consists of 16 buildings, 29 acres of landscaped areas, and 11.6 acres of parking lots. The Division also maintains the Governor's residence, which has a separate operating budget. Several of the buildings within the Annapolis State Office Complex are of important historic value and must be regularly cared for to retain them as show places and attractions for the public.

This Division provides both preventive and routine maintenance, which consists of repairs, alterations, improvements, housekeeping, and security services for preserving facilities and equipment at a level satisfactory to perform their designated functions. These tasks are accomplished by a full-time maintenance force consisting of mechanical, electrical, carpentry, painting, refrigeration, electronic, housekeeping, and groundskeeping personnel. Around-the-clock security is the responsibility of the Division's special police

and guards. The Division operates a comprehensive supply system for the acquisition of equipment and materials necessary for the maintenance of the Complex and some of its vehicles. The Division also dispatches and controls the operation of pool cars and other assigned vehicles. Some maintenance tasks and services are contracted for competitively, when possible, from outside sources. Contractual services include elevator maintenance service and repair, the exterior painting of buildings, special equipment repair and maintenance, pest control, window cleaning, and fire detection and safety equipment services. The Division's telephone section provides general telephone information and is responsible for the installation, service, and billing of all State agencies within the 269-telephone and 224-MARCOM exchanges.

BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Frederick W. DeJong, *Superintendent*

James A. Meade, *Assistant Superintendent*

301 West Preston Street
Baltimore 21201

Telephone: 383-4486
Nights and Holidays:
383-4448

This Division is responsible for the operation, maintenance, and security of the State buildings 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), all of which are in Baltimore City.

The Division provides both preventive and routine maintenance which consists of repairs, alterations, improvements, housekeeping, and security services for preserving facilities and equipment at a level satisfactory to perform their designated functions. These tasks are accomplished by a full-time maintenance force consisting of mechanical, electrical, carpentry, painting, refrigeration, electronic, housekeeping, and groundskeeping personnel. Around-the-clock security is the responsibility of the Division's special police and building guards. The Division operates a comprehensive supply system for the acquisition of equipment and materials necessary for the maintenance of the Complex and some of its vehicles. The Division also dispatches and controls the operation of pool cars and other assigned vehicles. Some maintenance tasks and services are contracted for competitively, when possible, from outside sources. Contractual services include elevator maintenance