

301 W. Preston St.
Baltimore 21201

Telephone: 383-3971

The Design and Approval Division provides efficient architectural, engineering, and site planning services to State agencies other than the Department of Transportation. The Division's workload includes consultant-designed projects and in-house designed projects. Five staff groups, each headed by a registered architect, engineer, or landscape architect, monitor, coordinate, and review all consultant-designed projects. The in-house group provides design services on projects designated as those that can be more economically accomplished by the Department of General Services. An in-house project usually does not exceed a total construction cost of \$1,000,000.

CONSTRUCTION SUPERVISION AND INSPECTION DIVISION

John Hartlove, *Chief*

301 W. Preston St.
Baltimore 21201

Telephone: 383-6363

The Division monitors the construction of new building projects, including alterations or renovations to existing structures, in order to ensure that these projects are completed in accordance with approved designs and specifications. It also monitors the construction inspection of public schools constructed through the State's Public School Construction Program.

OFFICE OF FACILITIES MANAGEMENT

Richard S. Nietubicz, Ph.D., *Director*

301 W. Preston St.
Baltimore 21201

Telephone: 383-2443

The Office of Facilities Management provides technical assistance to physical plant personnel throughout the State in the operation and maintenance of State facilities. It operates and protects the Annapolis and Baltimore State Office Centers and the State's Multi-Service Centers. The Office is organized into four functional divisions: Plant Management; Annapolis Public Buildings and Grounds; Baltimore Public Buildings and Grounds; and the Multi-Service Centers.

PLANT MANAGEMENT DIVISION

Donald E. Schaefer, *Chief*

301 W. Preston St.
Baltimore 21201

Telephone: 383-3345

The Plant Management Division implements the State's Comprehensive Maintenance and Repair Program. On a regular basis, it inspects all State facilities included in the Maintenance and Repair Program in order to identify preventive maintenance tasks and confirm the operational status of the facilities. In addition, the Division administers a program of preventive maintenance and operational reviews of all public school buildings through the secondary school level. At the request of the Board of Public Works and as a Service to the Interagency Committee on School Construction, the Division prepares an annual report on the condition of the public schools it has inspected throughout the State. This report is used to identify and correct any maintenance deficiencies found at the schools.

The Division assists physical plant superintendents in establishing maintenance guidelines, provides engineering and technical advice on maintenance projects, prepares plans and specifications for certain maintenance projects, and reviews all maintenance contracts prior to their submission to the Department of General Services' Procurement Review Board or to the Board of Public Works. This review ensures that work being requested is justified, contract specifications are accurate, and prices are competitive.

The Division also operates an energy conservation program. Under this program, the Division monitors monthly field reports from each State facility to identify abnormal energy consumption. Any irregularities in energy consumption are investigated and corrective measures are recommended in the Division's Annual Maintenance Status Report.

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS DIVISION

Paul Woods, *Superintendent*

William W. LaViolette, *Assistant Superintendent*

Central Services Building
29 St. John's St.

Annapolis 21401

Telephone: 269-3611

Nights & Holidays: 269-3411

This Division is responsible for the operation, maintenance, and security of the State Office Center in Annapolis. The Center consists of 16 State-owned buildings and one leased building on 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. Under the Division's oversight are several buildings of important historic value. They