

the Secretary of General Services or the Secretary's designee; one member chosen by the Governor from within the Department of General Services upon recommendation of the Secretary; and two members chosen by the Governor from the general public, at least one of whom may not be an engineer or architect. Public members serve five-year terms. The floating member is the head or the designee of the using authority that presents a proposal to the Board for procuring architectural or engineering services (Code State Finance and Procurement Article, secs. 19-201 through 19-218).

OFFICE OF ENGINEERING AND CONSTRUCTION

Thomas H. Hamer, *Director*

301 W. Preston St., Room 1406
Baltimore 21201 Telephone: 225-4444

The Office of Engineering and Construction provides State agencies with professional and technical services related to the design and construction of State public improvements, except those of the Department of Transportation. The functions of the Office are assigned to two divisions: Design and Approval, and Construction Supervision and Inspection.

DESIGN AND APPROVAL DIVISION

Keith D. Kelly, *Assistant Director*

301 W. Preston St., Room 1405
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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 monitor, coordinate, and review all consultant-designed projects. Each of these staff groups is headed by a registered architect, engineer, or landscape architect. The in-house group provides design services on projects that can be done more economically by the Department of General Services. An in-house project usually does not exceed a total construction cost of \$500,000.

CONSTRUCTION SUPERVISION AND INSPECTION DIVISION

John Hartlove, *Chief*

301 W. Preston St., Room 1307
Baltimore 21201 Telephone: 225-4363

The Division monitors the construction of new building projects. These include alterations or renovations to existing structures. By monitoring this construction, the Division ensures that projects are completed in accordance with approved designs and specifications. The Division also monitors the inspection of public school construction carried out through the State's Public School Construction Program.

OFFICE OF FACILITIES MANAGEMENT

Donald E. Schaefer, Ph.D., *Director*

301 W. Preston St., Room 1406
Baltimore 21201 Telephone: 225-4442

Throughout the State, the Office of Facilities Management provides technical assistance to physical plant personnel in the operation and maintenance of State facilities. The Office operates and protects the Annapolis and Baltimore State Office Centers and the State's Multi-Service Centers. The Office is organized into five divisions: Plant Management, Annapolis Public Buildings and Grounds, Baltimore Public Buildings and Grounds, Multi-Service Centers, and Saratoga State Center.

PLANT MANAGEMENT DIVISION

Edward C. Schlauch, *Chief*

301 W. Preston St., Room 1301
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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 Program in order to identify preventive maintenance tasks and confirm the operational status of the facilities. The Division also administers a program of preventive maintenance and operational review 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