

that it has inspected throughout the State. The report is used to identify and correct any maintenance deficiencies found at the schools.

The Division assists physical plant superintendents in establishing maintenance guidelines and provides engineering and technical advice on maintenance projects. The Division also 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 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 A. Woods, *Superintendent*

William W. LaViolette, *Assistant Superintendent*

Central Services Building
29 St. John's St.
Annapolis 21401 Telephone: 974-3611
Nights & Holidays: 974-3411

This Division is responsible for the operation, maintenance, and security of the State Office Center in Annapolis. The Center consists of 17 State-owned buildings and one leased building on 31.6 acres of landscaped areas and 12.2 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 require regular care to maintain them as showplaces and attractions for the public.

The Division provides both preventive and routine maintenance, major repairs, alterations, improvements, and housekeeping services to preserve facilities and equipment. The Division's special police and guards provide around-the-clock security. In addition, the Division operates a comprehensive supply system for equipment and materials needed to maintain the Center and some of its

vehicles. The Division also dispatches and controls the operation of pool cars and other assigned vehicles.

The Division's telephone section provides general telephone information and is responsible for the installation, service, and billing of all State agencies within the 974-telephone and MARCOM exchanges.

BALTIMORE PUBLIC BUILDINGS AND GROUNDS DIVISION

John C. Reese, *Superintendent*

Delano W. Tucker, Jr., *Assistant Superintendent*

301 W. Preston St., Room M-6
Baltimore 21201 Telephone: 225-4409
Nights & Holidays: 225-4448

This Division is responsible for the operation, maintenance, and security of the State buildings in Baltimore City at 301 W. Preston St. (SB#1), 300 W. Preston St. (SB#2), 2100 Guilford Ave. (SB#3), and 201 W. Preston St. (SB#4).

The Division provides both preventive and routine maintenance, major repairs, alterations, improvements, and housekeeping services to preserve facilities and equipment. The Division's special police and building guards provide around-the-clock security. In addition, the Division operates a comprehensive supply system for equipment and materials needed to maintain the buildings and some State vehicles. The Division also dispatches and controls the operation of pool cars and other assigned vehicles.

The Division's telephone section provides general telephone information and is responsible for installation, service, and billing for all State agencies within the 333 and 225 telephone and MARCOM exchanges.

MULTI-SERVICE CENTERS DIVISION

Robert B. Sivert, *Administrator*

301 W. Preston St., Room 1302
Baltimore 21201 Telephone: 225-4280

The Multi-Service Centers Division operates, maintains, and provides security for nine District Court/Multi-Service Center buildings. These buildings are located in Baltimore City, Essex/Rosedale and Arbutus/Catonsville in Baltimore County, Bel Air in Harford County, Centreville in