

identify and correct any maintenance deficiencies found at the schools.

The Division helps physical plant superintendents establish 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's Procurement Review Board or to the Board of Public Works. This review ensures that work requested is justified, contract specifications are accurate, and prices are competitive.

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

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS DIVISION

Robert B. Sivert, *Superintendent*
Anthony Schuster, *Assistant Superintendent*

Central Services Building
29 St. John's St.
Annapolis, MD 21401 974-2887
nights & holidays: 974-3411

The Annapolis Public Building and Grounds Division is responsible for the operation, maintenance, and security of the State Office Center in Annapolis. The Center consists of seventeen 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 Division oversight are several buildings of historic value. They require regular care to maintain them as showplaces and public attractions.

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 State Office Center and some of its vehicles. The Division also dispatches and controls 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

Paul A. Woods, *Superintendent*
Delano W. Tucker, Jr., *Assistant Superintendent*

301 W. Preston St., Room M-6
Baltimore, MD 21201 225-4409
nights & holidays: 225-4448

The Baltimore Public Buildings and Grounds 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),
201 W. Preston St. (SB#4), and
217 E. Redwood St. (SB#5).

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 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

John C. Reese, *Administrator*

301 W. Preston St., Room 1302
Baltimore, MD 21201 225-4282

The Multi-Service Centers Division operates, maintains, and provides security for nine District Court/Multi-Service Center buildings. These buildings are located in:

Arbutus/Catonsville and Essex/Rosedale
(Baltimore County);
Baltimore City;
Bel Air (Harford County);
Centreville (Queen Anne's County);
Denton (Caroline County);
Elkton (Cecil County);
Ellicott City (Howard County); and
Glen Burnie (Anne Arundel County).

The Division provides both preventive and routine maintenance and oversees the contractual provision of repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. The Division also operates a