
**OFFICE OF STATEWIDE FACILITIES
MAINTENANCE**

Edward C. Schlauch, *Acting Director*
225-4260

The Office Of Statewide Facilities Maintenance was established in 1989.

PLANT MANAGEMENT DIVISION

Edward C. Schlauch, *Chief*

300 W. Preston St., Room 605
Baltimore, MD 21201 225-4260

The Plant Management Division implements the Comprehensive Maintenance and Repair Program. Regularly, the Division inspects all State facilities included in the Program in order to identify preventive maintenance tasks and verify the condition of the facilities. The Division also administers a program of preventive maintenance and operational review for all public school buildings, both elementary and secondary. At the request of the Board of Public Works and as a service to the Interagency Committee on School Construction, the Division annually reports on the physical condition of the public schools. The report is used to 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.

**OFFICE OF FACILITIES
MANAGEMENT**

Robert B. Sivert, *Director*

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

Throughout the State, the Office of Facilities Management provides technical assistance to help operate and maintain State facilities. The Office is responsible for the Annapolis and Baltimore State

Office Centers and the State's Multi-Service Centers. The Office is organized into four divisions: Annapolis Public Buildings and Grounds, Baltimore Public Buildings and Grounds, Multi-Service Centers, and Saratoga State Center.

**ANNAPOLIS PUBLIC BUILDINGS &
GROUNDS DIVISION**

Gerald Walls, *Superintendent*

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

The Annapolis Public Buildings and Grounds Division operates, maintains, and secures 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 12.8 acres of parking lots. The buildings house approximately 3,500 State employees and elected officials. The Division also maintains the Governor's Mansion, which has a separate operating budget. Under Division oversight are several buildings of historic value. They require continual care to maintain them as showplaces and public attractions.

To preserve facilities and equipment, the Division conducts both preventive and routine maintenance; makes major repairs, alterations, and improvements; and cleans. The Division's special police and guards provide 24-hour security. In addition, the Division supplies 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 offers 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 &
GROUNDS DIVISION**

Paul A. Woods, *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 five State buildings in Baltimore City at 301 W. Preston St. ; 300 W. Preston St.; 2100 Guilford Ave.; 201 W. Preston St. , and 217 E. Redwood St.

The Division provides both preventive and routine maintenance, major repairs, alterations, improvements, and housekeeping services to preserve facilities and equipment. The Division's special