

and patriotic societies, and for civic gatherings, provided that no collection or donation is taken or any admission charged. Applications for permission to use the building should be addressed to the Commission (Code 1957, Art. 65, secs. 78-82).

OFFICE OF ENGINEERING AND CONSTRUCTION

Marshal McCord, *Director*

301 West Preston Street
Baltimore 21201 Telephone: 383-2444

This Office 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 this Office are assigned to three divisions—Design and Approval, Construction Supervision and Inspection, and Public School Construction.

DESIGN AND APPROVAL

Frank L. Byron, *Principal Engineer*
Telephone: 383-3971

Wilmer C. Chance, *Principal Architect*
Telephone: 383-3993

301 West Preston Street
Baltimore 21201

This Division provides architectural, engineering, and site planning services to State agencies on matters involving the design, construction, alteration, and repair of State and State-aided facilities. The workload is divided into two categories: in-house, staff-designed projects, and consultant-designed projects. New projects are designated as in-house jobs if the design can be done more economically by Division staff or if consultants are not available for projects located in remote areas of the State.

For in-house projects, a Division architect or engineer develops an initial design based on the needs expressed in a requesting agency's capital improvement program and then draws up plans and specifications for directing the scope of the work. Following advertisement of the project and appointment of a construction contractor by the Board of Public Works, in-house staff conduct monthly progress meetings to ascertain that the work is on schedule and in accordance with contract documents.

For consultant-design projects, Division personnel supervise the consultant architect or en-

gineer appointed by the Board of Public Works to prepare the design and develop the contract documents. The major role of the Division staff for consultant-designed projects is to ensure that the State's construction investment is protected during each of the four phases of the design procedure: (1) preparation of preliminary design, (2) preparation of schematics, (3) preparation of design development documents, and (4) preparation of the contract documents.

The Division also performs property surveys in the course of State projects involving construction or the acquisition of real property. About 20 percent of the surveys performed each year (or 30 of a total 150 project workload) are performed by commercial surveyors whose findings are reviewed by Division staff.

CONSTRUCTION SUPERVISION AND INSPECTION

John Hartlove, *Chief*

301 West Preston Street
Baltimore 21201 Telephone: 383-6363

This Division is responsible for monitoring 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. In fiscal year 1978, the Division was also charged with the responsibility of monitoring the Public School Construction Program and ensuring that this construction adheres to State requirements.

PUBLIC SCHOOL CONSTRUCTION

Keith D. Kelley, *Administrator*

6510 Elkridge Landing Road
Linthicum 21090 Telephone: 796-1079

By an act of the 1971 Legislature, the State assumed the costs for school construction throughout Maryland. The Interagency Committee for School Construction (IAC), which consists of the Secretaries of the Departments of General Services and State Planning and the State Superintendent of Schools, was created to review and evaluate annual requests from local subdivisions for new and renovation school construction projects and submit a recommended State public school construction budget to the Board of Public Works. This Division is composed of architects and engineers who are employees of the Department of General Services.