

comprehensive supply system for equipment and materials needed to maintain the buildings.

SARATOGA STATE CENTER DIVISION

Frederick W. DeJong, *Superintendent*

310 W. Saratoga St.
Baltimore, MD 21201 333-4099

The Saratoga State Center Division operates, maintains, and secures State buildings at 310 W. Saratoga St. and 220-230 N. Howard St. in Baltimore City, and the State Records Management Center/Warehouse at 7275 Waterloo Road in Jessup (Howard County).

The Division provides both preventive and routine maintenance and oversees the contractual provision of some maintenance tasks and services at the Jessup facility. At the Saratoga State Center, the Division provides preventive and routine maintenance, repairs, alterations, improvements, house-keeping, and security services to preserve facilities and equipment. The Division also operates a comprehensive supply system for equipment and materials needed for maintenance.

ASSISTANT SECRETARY FOR OPERATIONS

Robin J. Zee, *Assistant Secretary for Operations*

301 W. Preston St.
Baltimore, MD 21201 225-4440

The Assistant Secretary for Operations is responsible for the management and general direction of the Office of Real Estate and the Office of Central Services. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of the agencies served. The Assistant Secretary for Operations and Assistant Secretary for Engineering constitute the Department's Procurement Review Board.

OFFICE OF REAL ESTATE

Klaus P. Heinemeyer, *Director*

300 W. Preston St., Room 601
Baltimore, MD 21201 225-4322

The Office of Real Estate was administratively formed by the Department of General Services in July 1978. The Office places the Space Management Division and the Land Acquisition Division under one Director to coordinate the State's real estate activities.

LAND ACQUISITION DIVISION

Deborah A. Photiadis, *Chief*

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The Land Acquisition Division acquires and disposes of real property for State agencies except for the Department of Transportation. Most of the Division's work is for the Department of Natural Resources.

The Division acquires Open Space property for State parks, wildlife preserves, and natural environment areas. To secure such property, the Division obtains independent appraisals, negotiates with owners, secures purchase options, and requests Board of Public Works approval on proposed purchase terms. The Division also processes requests to obtain or grant rights of way and public utility, preservation, and scenic easements.

The disposition of excess property and property transfers between State agencies also are processed by the Division and presented for approval to the Board of Public Works (Code State Finance and Procurement Article, secs. 4-411 through 4-414).

SPACE MANAGEMENT DIVISION

William Sraver, Jr., *Chief*

300 W. Preston St., Room 601
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The Space Management Division manages assignments for office space in State-owned facilities, acquires leased facilities for State agencies, approves space modifications, and sets standards for the allocation of space. The Division negotiates the leasing of State property (except port and aviation facilities) and conducts surveys of State space requirements. In addition, the Division negotiates certain concession agreements and makes recommendations to the Board of Public Works on the need for State office space construction.

OFFICE OF CENTRAL SERVICES

Robert J. Byrd, *Director*

300 W. Preston St., Room 401
Baltimore, MD 21201 225-4294

The Director of Central Services provides policy and administrative direction for supportive services that enable State agencies to operate effectively. The Office is organized into four Divisions: Purchasing Bureau, Printing and Publication, Inventory Management, and Records Management.

PURCHASING BUREAU

Paul T. Harris, Sr., *Chief*