

MASS. SOB 1.1/2:997-2

Bureau of State Office Buildings

Report of Activities and Accomplishments

July 1 through December 31, 1997

GOVERNMENT DOCUMENTS
COLLECTION

OCT 28 1998

EXECUTIVE SUMMARY

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A major development this summer was increasing occupant concerns with air quality issues at the Saltonstall Building. As a result, the Bureau contracted with *Gordon Air Quality Consultants* to conduct extensive testing of the building. The air tests were negative; only one fiber was found in the entire building. With the consultant's recommendations, changes in some of the Bureau's operating and maintenance procedures were implemented during September and October as safeguards. The testing and disclosure of results was closely coordinated with the Human Resources Division, representatives from collective bargaining, and agency heads. Brown bag lunches to discuss concerns were held for all interested employees.

In August legislation was passed prohibiting smoking in all state facilities. This action brought to a close the smoking issue in those buildings managed by the Bureau. Although most employees are complying, the Bureau continues to attempt to address some continued incidents of smoking in stairwells and parking garage areas.

The Bureau continues to coordinate with the Division of Capital Planning and Operations. State House projects included the Handicapped Access Improvement Project, and restoration of the stained glass ceiling in Memorial Hall, the restoration of the Bulfinch Dome and Cupola, and the refinishing of the House of Representatives Chamber.

New projects undertaken by the Bureau during the past six months included the reconfiguration of the former computer area on the 8th floor of the McCormack Building for the HRCMS project and mandated Underground Storage Tank (UST) testing at all Bureau facilities. The Bureau's Security Office continues to work closely with the State Police in providing technical assistance and training to employees and agencies and the standard identification badging program continues with over 1,000 ID's completed in the past six months.

During the past reporting period, the Bureau reworked and put out to bid the cleaning contract for the Lindemann Building. In addition to housing the central offices of the department of Mental Health, the Lindemann Building also serves as a client services center for DMH. To be eligible for federal funding for these services the facility must be maintained at "hospital standards." Through additional funding in the FY98 Appropriation Act, the Bureau worked closely with DMH to revise the scope of the



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cleaning contract to raise facility cleaning to these standards. The new contract commenced on January 1, 1998, and enables DMH to bill out nearly \$2 million for services at the building. Six firms competed for the contract award which was made to Empire Cleaning, Inc. of Wakefield.

A very noteworthy development this Fall was the passage of an appropriation for deferred capital maintenance projects under Chapter 88 of the Acts of 1997. The Bureau has just received \$1,230,000 for ten critical projects to address heating and cooling issues, handicapped access, facade maintenance, and the parking lots at the two state office buildings located in western Massachusetts.

SAFETY AND SECURITY

Office Safety and Security Seminars

Seminars on office safety were provided to building employees in cooperation with the State Police.

A booklet was drafted by Director of Security Randy Cabral and Sergeant Kerry McHugh, commander of the State Police Government Center Troop, and included the following topics presented at the seminar.

- Reception Area Security- Dealing with the proper physical layout to improve safety.
- Visitors- Instructing Receptionists in the importance of being alert at all times, maintaining visitor logs and consistency of reception area operation.
- Are You Prepared?- Instruction in what to watch out for in a potentially hostile person and how to safely and swiftly summon the State Police.
- Personal Security- Basic tips on trusting one's intuition. Do not make assumptions regarding your safety and staying alert at all times.

Jean Haertl, Director of the Governor's Commission on Domestic Violence provided the definition of Domestic Violence, remarked on the increasing occurrence of domestic violence in the workplace and presented an overview of the Commonwealth's Policy for Prohibition of Domestic Violence. She further noted how victims may seek help through the programs and services available to victims of domestic violence.

The booklet, designated a public document by the State House Library, is now on file at the Library of Congress in Washington, D.C..

The seminars, held on October 29 and 30, attracted more than one hundred employees. Participation was limited to two members per agency.

A follow-up questionnaire was sent to participants soliciting comment on content and applicability of the seminars; the response indicated widespread satisfaction. Included in

week Simplex is also responsible for taking the system off line should building projects or testing require it.

All devices in the State House, McCormack, Hurley, Lindemann and 100 Nashua (pull stations only) are operating. In the Saltonstall Building a new fire alarm system was installed by a DCPO contractor.

The Lindemann system is new and still under warranty with the Edwards Company. The current system has to be tested quarterly to meet code. Simplex will resume responsibility for this system in March.

The Simplex contract ends in July 1998. One improvement to the contract will be to include responsibilities requested by Bureau Engineering to streamline testing of many building systems. The new contract will include the installation of a new fire panel for the Hurley building. The existing panel has been problematic during testing and replacement parts are no longer available. The estimated cost for a replacement panel ranges from \$10,000-\$15,000.

Miscellaneous

The fire extinguishers in all Bureau facilities received annual inspection and recharge during November and December. Building Managers, which fall under the Operations Division completed a comprehensive inventory resulting in more extinguishers for the buildings. This necessitated a minor amendment to the existing contract with Capital Fire Company.

The annual State House fire evacuation drill was held in August. Total evacuation time was less than 8 minutes, down from 10 minutes the previous year. The Bureau's goal is to improve upon this number and have occupants prepared for a real evacuation.

Fire drills for the McCormack Building resumed in October. No drills were carried out in the Saltonstall Building due to the ongoing installation of a new fire system. With the restoration of the system scheduled monthly fire drills Saltonstall Building will resume.

To address the access control problem in the McCormack cafeteria audible alarms were installed on perimeter doors. These exits are for emergency use only.

PARKING

As a result of the construction of the new Suffolk County Courthouse the Hurley/Lindemann garage was closed in September 1997. Individuals parking in that facility were reassigned to other Bureau facilities and to a number of rented spaces in the Government Center Garage located on New Sudbury Street.

The Bureau continues to man lot A of the Nashua Street location during normal business hours, yet secures it from 7 pm to 7 am Monday through Friday, weekends and holidays. With the loss of lot B at the Nashua Street location and the closing of the Hurley/Lindemann garage the Bureau modified the plaza area along the Merrimac Street side of the Lindemann Building to accommodate displaced parkers. An ADA compliant ramp was installed at this location to provide continued access for the plaza entrance.

The parking administrator continues to update the access system as parking assignments change and deals with garage enforcement issues. Garage access continues to be monitored on a daily basis to detect abuse. The Bureau garage attendant continues to provide an essential service to its customers, i.e., directing visitors, recharging car batteries or assisting with a flat tire.

Newly designed windshield placards have been issued for all Bureau facilities. The new placards provide additional information that aids in the detection of unauthorized parkers. A procedural change was enacted, parkers must turn in their expired placards in order to be issued an updated one. This allows authorization for parking to be more closely monitored.

The Bureau was able to provide five additional visitor spaces in the McCormack garage by redesigning a storage area and removing a wall. The visitor spaces continue to be an asset to agencies and others visiting Bureau facilities.

The Bureau complied with a "Freedom of Information" request from the Boston Herald. The request included a complete listing of all parkers in Bureau facilities and printed histories of keypad use.

STATE HOUSE OPERATIONS

Daily Operations and State House Contracts

The main focus of State House Operations has been to provide a high level of service to its customers through efficiency in the day-to-day operations.

The 1997 heating season was on-line at the customary date, predetermined to be October 15, 1997. All systems were brought on-line with no problems.

The elevator contract with Thyssen elevator continues to be monitored closely. In the early months of FY98 extensive problems with the Governor's elevators 11 and 12 proved to be problematic with the main controller panels on both elevators experiencing serious glitches. Experts from both Thyssen Elevator and Montgomery Elevator were brought in and the problems resolved in a timely manner. The three library elevators which include the vault elevator, the special collections elevator and the stacks elevator all failed the inspection for new certificates. Thyssen was contracted for the repair of the two main elevators. Thyssen worked with State House electricians to upgrade the elevators and return them to service with the proper inspections on December 5, 1997. The upgrade of the antiquated stacks elevator proved to be cost prohibitive. The stacks elevator will remain out of service indefinitely.

The Capitol Cleaning contract continues to be maintained under close scrutiny. The contractors have been held to the standards of the contract but continue to fall behind schedule in carpet cleaning and cleaning of blinds. The Director of Operations will continue to work with the contractor to improve service levying fines when necessary.

The pest control contract currently held by Pest End continues to operate smoothly. A new complaint log was implemented giving the contractors a more detailed description of work to be done and problem areas. Over the summer and into the fall there was an increase of rat sightings. Pest End placed one person in charge of this problem which was quickly brought into check. . With the onset of cold weather, daily complaints related to all pests dramatically increased in November.

A call log was implemented at the beginning of FY 98 to monitor the day to day activity of operations staff. The log represents approximately 85% of all calls and requests completed by the operations office on a daily basis. The log is still in its developmental stages and a few minor procedural problems exist. It is the goal of State House operations to improve the log to reflect 100% of calls and requests in the second half of FY 98.

Staffing

Several staffing changes have occurred over the first half of fiscal year 1998. Daniel Giordano has been promoted from Working Foreman to Building Maintenance Supervisor II. Michael Sweeney has been promoted from Skilled Laborer to Working Foreman. One employee was terminated for cause and was replaced by James Reilly who has been an enormous improvement for State House operations. Robert Brimer was recently added to the State House staff to create a more efficient use of his skills. In August the night BMS II, was struck with a serious illness and has been absent since. His hours were covered primarily through overtime shifts creating an inefficiency in the operation. Thomas Arrigal was transferred from the trades shop to the State House which proved to be successful in cutting overtime. The move has proved successful in that the employee seems to be suited perfectly for State House Operations.

Grounds and DOC Crew Use

The daily operation of the State House remains highly dependent on the services provided by the inmate crews provide by the Department of Correction. The Community Crew is responsible for certain aspects of cleaning and maintaining the State House grounds. The Director of State House Operations works closely with the assigned Correctional Officer, Arthur Cardarelli, to assure proper utilization of the skills of the crew. Over the past summer the crew planted all flowers on the grounds, transplanted bushes and perennials, pruned all of the trees, all while completing the daily upkeep of the lawns and all common areas around the State House clear of debris. Chemlawn was contracted for two years by the Bureau to properly maintain the lawn, shrubs and trees.

The corrections crew has been instrumental in the completion of several projects in the State House. The crew has started a project to completely repaint all common areas in the State House. Approximately 6 years ago the entire State House interior was painted during project push where 10 inmate crews were brought in and quickly finished the job. In their haste many mistakes were made. The current crew has been working to complete this job quickly, but are concentrating to provide a quality finished product. The fifth floor has been completed as well as the basement level on the West wing. The crew has worked to have the entire Chief Secretary's office repainted as well as several offices in rooms 360, 111 and those of various representatives. The major ongoing project was the painting of the interior front entrance and Doric Hall in preparation of the bicentennial anniversary of the Bulfinch State House. The crew has done a fine job finishing these areas and have saved the Commonwealth a considerable amount of money.

DCPO Projects

The Division of Capital Planning and Operations has been very active in the State House over the past several months beginning and completing several key projects. The State House staff along with the Bureau's administrative staff has worked closely with DCPO project managers to ensure the smooth operations of the projects and to identify and resolve any problems as they arise. The State House Staff will continue to work to aid DCPO whenever necessary.

Stained Glass Restoration and Repair Project

The Bureau worked with DCPO and *Serpentino Stained and Leaded Glass Company* to complete the restoration and unveiling of the Memorial Hall stained glass ceiling. Memorial Hall remained closed throughout the summer so that scaffolding could be erected allowing craftsmen access to complete plaster and stained glass restoration work. Additionally, the stained glass in the State House Library ceiling was inspected, cleaned and repaired as part of this project.

Restoration of the State House Dome and Cupola Project

In July, *M. L. McDonald Company* began work on the DCPO project to regild the State House Dome, restore the cupola, and repaint the Bulfinch front. A Bureau representative attended all project meetings and assisted in the coordination of delivery and work schedules in an effort to minimize the impact of the project upon building tenants and the surrounding Beacon Hill neighborhood. Bureau electricians assisted with changes to improve the current dome illumination system. The project was completed on schedule in preparation for the bicentennial anniversary of the Bulfinch State House.

State House Handicapped Access Project

The Bureau continues to work closely with DCPO and its contractor, *Boston Building and Bridge, Inc.*, to improve handicapped access at the State House. Because of the project's impact on all building tenants, the Bureau has worked as a liaison coordinating building access and work schedules in an effort to minimize any unnecessary disruptions. A Bureau representative has attended all project meetings and State House liaison meetings in an effort to increase the communication of project schedules and possible disruptions to building tenants. Work completed during the past 6 months includes the renovation of the east wing restrooms, installation of marble ramps on the west wing, accessibility improvements to the Gardner Auditorium, the House and Senate Galleries, and the Governor's Press Room.

House Chamber Restoration Project

The Bureau has worked with the Speaker's Office and DCPO to complete the restoration and refinishing of the House of Representatives Chamber. The entire chamber was closed to be professionally painted and to have plaster wall repairs performed. DCPO awarded the restoration and refinishing contract to *John W. Egan Company*. Repainting, woodwork repairs, leather repairs, the gilding of mural frames and the two clocks, as well as, exterior masonry wall repairs were included in this project. The restoration of the "Milestones on the Road to Freedom in Massachusetts" originally planned to be completed during this project was postponed until August in order to complete the work before the House returned to formal sessions in January.

State House Projects

Other projects occurring in the State House over the past six months include the repair of the State House iron gate at the loading dock. The gate due to heavy use became structurally unsound. The Bureau contracted with Top Mechanical Systems to weld all broken parts of the gates and reinforce the welds which were still holding. The gate continues to be a problem due to its massive size and basic design flaws. A plan will be drafted in the second half of FY 98 for the improvement or replacement of the gate.

The doors at the main entrance on the south side (Door #11) were deteriorating to a point of being inoperable. In November, *K & G Doors* was contracted to repair the doors. The doors were removed and repaired over the extended Veteran's Day weekend in an effort to minimize the disruption to tenants and visitors.

The State House Roof although relatively new, requires regular attention. An RFR was put out in November and a contract awarded in December for the inspection and repair of the roof.

won the contract and will commence semiannual roof inspections and repairs when problems are identified.

Functions

The State House continues to be an increasingly popular location for government entities, private companies and non-profit organizations. The Bureau's function division continues to be responsible for seven major areas in the State House.

Great Hall
Doric Hall
Grand Staircase
Memorial Hall of Flags
Nurses Hall
Bartlett Hall
Gardner Auditorium

State House Operations continues to maintain a large assortment of function equipment with projections of upgrades to occur in the second half of FY 98. The Bureau has established an evaluation form to be completed by function coordinators for both state agencies and private enterprise use. All events met with a high level of success.

The Bureau has continued to improve and expand its service to customers with the help of the DOC Community Crew. After monitoring the many events held in the State House, the Bureau has modified its policies to ensure the highest of standards be maintained. The following policies regarding the use of the State House space have continued to be enforced by the Bureau:

- the use of Doric Hall for events, with the exception of displays is prohibited
- all after hour event applications must be submitted 30 days prior to the event and must be signed by a legislator, constitutional officer or agency head sponsor
- fees and insurance bonds must be received no later than two weeks prior to the date of the event
- function space may not be reserved more than six months in advance

- event space is limited to the area of the 2nd floor

The Bureau's function coordinator met weekly with the Bureau's project liaison regarding the State House Handicap Access Improvement Project and the Memorial Hall Stained Glass Ceiling Restoration Project, both which had a direct impact upon State House function spaces. The State House Handicap Access Improvement Project limited the use of Gardner Auditorium and Doric Hall. Improvements will bring these spaces in compliance with federally mandated standards. Due to construction, those public hearings, typically held in Gardner Auditorium were relocated to other sites. Hearings in Gardner Auditorium resumed the last week of December.

The Bureau continues to charge non-governmental groups holding after hours functions at the State House a "User Fee." The "User Fee" was established by the legislature to create the State House Special Event Fund to be expended for educational and cultural programs at the State House. Through this fund, non-governmental groups holding events at the State House support programs which allow school children and others from throughout the Commonwealth to come to the state capitol building and to learn more about their history, government and culture.

The Bureau assisted the Boston Symphony Orchestra's conductor, Keith Lockhart, with a request for time and space related to a photo-shoot for the cover of his upcoming music album.

Some events from the past six months include:

Governor Weld's "Long Walk"

The Massachusetts Veterans of the Korean War Flag Investiture Ceremony

The Annual Veterans Day Celebration and Parade

The unveiling of the stained glass ceiling in Memorial Hall

The Annual Christmas Tree Lighting Ceremony

Charitable Irish Society Awards Ceremony

Heritage of Portugal Evening Gala

NASACT- National Association State Auditors, Comptrollers & Treasurers

I Have A Dream Graduation Ceremony

Boston Film & Video Foundations Vision Award Ceremony

Multiple Sclerosis Society Women's Leadership Event

Gordon Conwell Theological Seminary Inauguration Dinner

Toys for Tykes Holiday Charity Event

Function Statistics	1/1/97- 6/30/97	7/1/97-1/1/98
Number of State House events requiring Bureau Staff Assistance:		183
Number of after-hours functions booked:	37	30
Number of after-hours functions actually held:	34	28
User fees collected:	\$8,600	\$11,700
Bureau cost collected:	\$7,100	\$10,350
Cleaning costs collected: (for the <i>Capital Building Services</i>)	\$5,700	\$6,450
Current State House Events Fund Balance:	\$36,970	\$70,300

GENERAL PROJECTS

Procurement Management Teams

Bureau staff members are active participants on various Procurement Management Teams. Staff members have been dedicated to the Energy Procurement Team, the Maintenance, Pest Control and Small Appliance Procurement Teams. Several staff members participate in the Facilities Procurement Management Team which meets monthly to review and discuss the specific procurement needs related to facility operations.

Underground Storage Tank Testing and Upgrade

In compliance with Executive Order 350, the Governor's Clean State Initiative, the Bureau has contracted with *Pennoni Associates* and *Tighe & Bond* to have all of its underground storage tanks (USTs) tested for tightness. Four of the six USTs managed by the Bureau have been tested. These tanks are located at the State House, Lindemann Mental Health Center, Hurley Building and Pittsfield State Office Building. The tank located at the Hurley building was found to be problematic and the Bureau is working on remediation plans with *Pennoni Associates*. The tanks located in the Saltonstall and McCormack Buildings are scheduled to be tested on January 15, 1998.

Bicentennial Year Activities

January 11, 1998, marks the 200th anniversary of the day that Governor Increase Sumner and the Legislature moved into the Bulfinch State House. In preparation for this date the Bureau has assisted the Secretary of State's Office in planning a series of activities. The Bureau with the help of Susan Greendyke of the Massachusetts Art Commission has designed, purchased and installed a plaque in Doric Hall commemorating this anniversary.

Customer Survey:

In June the Bureau distributed surveys to all constitutional officers, cabinet secretaries, agency heads, and Bureau liaisons. The survey was designed to evaluate the quality of service provided to customers by the Bureau and its contractors. Surveys representing 75 offices within Government Center were returned to the Bureau, and were analyzed to determine strengths and weaknesses.

Compliments and criticism pertaining to the quality of service in the Saltonstall and McCormack Buildings were very similar. The main issue noted in both buildings related to air quality. Saltonstall Building respondents expressed the most concern. Respondents frequently mentioned extreme temperatures, lack of constant temperatures, and stagnant air. Other problems included the lack of adequate amounts of high quality conference room equipment and furnishings, lighting problems, slow or out-of-service elevators, and poor public announcements during fire drills. Bureau trades services (i.e., electricians, carpenters, painters, mason, etc.) received high reviews. Overall respondents noted an increase in the quality of service provided by Bureau personnel.

According to respondents, the improved security system in the high-rise building lobbies was the number one improvement the Bureau has made in the past year. The Bureau's most frequently mentioned strength was its accessibility and ability to communicate. The Daily Bulletin is read and well received by all respondents, and most felt customer service is efficient. Bureau staff have on most occasions has been prompt and courteous in attending to customer needs.

The Bureau found more strengths in the State House than in the high rise buildings. State House Operations received positive remarks from all building respondents. Bureau staff on almost all occasions found solutions to problems or had a response as to why certain problems could not be fixed immediately, acted in a timely manner, and were courteous.

Resolution of the future of the Saltonstall Building remains a major concern of the Bureau since the air quality is negatively impacted due to the inability over time to fully maintain the system with the presence of asbestos. The Bureau is continuing to work with A&F, DCPO, OER, DOS, DPH, EOEA and other agencies to improve the Saltonstall Building.

Maine State Capitol Visit

In October Bureau staff visited the state capitol complex in Augusta, Maine to meet with the Superintendent of Buildings, capitol staff and maintenance staff to share ideas and learn about the daily operations in an effort to improve Bureau services. Ideas were exchanged on policy and procedures, regulatory compliance, security, cleaning operations and recycling programs.

Information Technology

Since the last reporting period, the Bureau's server has been upgraded from version 5.54(20) to 6.3. Bureau staff obtained surplus equipment enabling the upgrade of desktop hardware to a minimum of 486/66. All outdated equipment was retired. Bureau staff attended trainings and received delegation enabling the posting major contracts directly on the Comm-Pass system.

A request was submitted for \$115,000 in IT Bond money for the upgrade of the State House access control system, parking system and operations telephone system. With this funding all three systems will be combined on one server facilitating the management of all systems. Bureau staff assisted with the integration of ITD into the ID/Access card system. Bureau staff has played a major role in the Telecommunications PMT.

Bureau IT staff have are working proactively with our mechanical systems contractors to assure that all systems under Bureau management are year 2000 compliant.

Daily Bulletin

The Daily Bulletin has continued to be a successful means of communication between the Bureau and its customers. Hundreds of state employees working in Government Center, including the House and Senate, receive the Daily Bulletin Monday through Friday. Topics in the bulletin include daily and upcoming events held in Government Center, conference room schedules, legislative hearings, staffing schedules, power and/or water shutdowns, fire drills, construction news, cafeteria menus, policy notices, and items of interest submitted by individual agencies.

ADMINISTRATION

Staff Levels

<u>Employee Type</u>	<u>12/31/94</u>	<u>12/31/95</u>	<u>12/31/96</u>	<u>12/31/97</u>
FTE	69	65.5	64	65
Long-term IA	1	0	1	0
Short-term IA	0	0	0	0
Consultant	4	4	2	6
Senior Interns	4	4	6	1
College Interns	0	1	2	3

Training

In continuing Bureau stress on the utilization of training opportunities and expanding bases of knowledge, the following educational opportunities were taken:

<u>Name</u>	<u>Course</u>	<u>Date</u>
Bruno	Introduction to the Internet Introduction to Windows95	October 1997 November 1997
Cabral	IFMA Seminar: "How secure is your Facility"	November 1997
DeGregorrio	Assertiveness Training	December 1997
DelTorto	Hiring Skills Introduction to the Internet Introduction to Windows95	October 1997 October 1997 November 1997
Denniston	Basic Workplace Spanish Introduction to MS Access	Fall 1997 October 1997
A. Fabrizio	Language Skills for ESL Employees	October 1997
Giordano	Basic Workplace Spanish	Fall 1997
Hemond	Introduction to the Internet Intro. to Web page Development Introduction to Windows95	October 1997 November 1997 November 1997
Kilpeck	Basic Workplace Spanish	Fall 1997

McAteer	Introduction to the Internet Introduction to Windows95	October 1997 November 1997
McCormack	Introduction to Windows95	November 1997
Molineaux	Introduction to the Internet Assertiveness Training	October 1997 December 1997
O'Connell	Introduction to the Internet	October 1997
Page	Introduction to the Internet Introduction to Windows95	October 1997 November 1997
Reed	IFMA Seminar: "How secure is your Facility"	November 1997
Rodriguez	Intro to Word for Windows	December 1997
D. Smith	Introduction to the Internet Introduction to Windows95	October 1997 November 1997
Sweeney	Introduction to the Internet Introduction to Windows95 Stress management	October 1997 November 1997 November 1997
Trapp	Stress management	November 1997
Wolf	Introduction to the Internet Introduction to Windows95 Build Boston Seminars: 6th Edition of the Building Code	October 1997 November 1997 November 1997

OPERATIONS AND ENGINEERING

The Bureau's Operations Department successfully managed day to day operations and administered and supervised all service contracts such as mechanical, elevator, trash removal, cleaning, pest control, and conference room bookings to provide better services to customers in the Government Center Complex. In the past six months, the Operations Division responded to over 8000 various requests from customers for service, booked and set up over 782 (Saltonstall Building 434, McCormack Building 348) meetings, and directed 72 outside contract activities.

GENERAL OPERATIONS

Government Center Complex

- Oversaw all contractor work permits relative to safety and compliance to Bureau policy and building regulations.
- Conduct meetings with Air Expert Inc. for air balancing and air quality monitoring via cable network to monitor's Control Room of all buildings.
- Assist Fire and Safety officer with monthly alarm and fire drill testing in high rise buildings.
- Formulate and obtain a concise inventory of fire extinguisher in McCormack, Saltonstall, and Lindemann Buildings for current testing.
- Oversaw Department of Correction work crew assigned to operations.
- Conduct monthly meetings for cleaning contractor performance.
- Conduct monthly meetings for elevator contractor performance.
- Attended meeting with ITD referencing state wide contract for telephone systems.
- Visit Springfield State Office Building for Customer Service Counter reduction.

Saltonstall Building

- Scheduled and monitored "Spring Cleaning" relative to Air Quality.
- Scheduled and monitored ceiling sealing relative to Air Quality.
- Attend conference meetings with union representatives referencing Air Quality concerns.
- Formulate and oversee light changing per recommendations of Gordon Air Quality and conduct interviews for employee position.
- Solicited bids for Saltonstall garage entrance and exit doors repair due to vandalism.
- Worked with engineering to facilitate removal and replacement of drain lines in plaza.

McCormack Building

- Helped formulate HR/CMS temporary location to 21st floor, then 21st floor to Hurley Building.
- Renovation to 8th floor ITD computer area to bring HR/CMS back from Hurley Building.
- Send out RFR for surplus Liebert units disconnect on 8th floor.
- Relocate Central Reprographic storage area and Secretary of State storage to accommodate Lucent Technology and CLEO Club House in Garage.

Lindemann Building

- Participated in bid for cleaning contract.

TRADES

Government Center Complex

- Interviewed perspective candidates for electrician position.
- Adjust & repair various stairwell and fire doors.

State House

- Remodel Room 1.
- Build out of new security office.
- Provide interior finish & refinishing work in Secretary of State's offices.
- Refinish various elevator panels.
- Provided & oversaw American Testing repairs on the 800 amp breaker.
- Install chandeliers in various State House offices.
- Install security lighting in the alley.
- Installed all exterior and interior Christmas lighting.
- Build packing crate for Arts Commission.

Saltonstall Building

- Provide ductwork & exhaust for 4th floor DOR computer rooms.
- Provide 2 new 50 amp circuits for electric cars in garage.
- Improve lighting in elevator pits & mechanical rooms.
- Install another 24 circuit panel in the 15th floor.
- Provide access for JCI in Saltonstall & in ceiling areas the first floor Lottery area.
- Install handicap ramp for motor pool office.
- Repair frost heaves on the Saltonstall/McCormack plaza.
- Completed rehabilitation of old smoking rooms.

McCormack Building

- Replaced transformer on the 9th floor.
- Install individual alarms on various perimeter doors.
- Install flag light on island at Ashburton Place.
- Provide wiring for HRD's temporary office in conference room #3-.
- Provide power & circuits for a/c units in DCPO on the 15th floor.
- Provide electrical remodel for the Office of Child Care Services.
- Removed walls for ITD.
- Construct new office space for State Ethics Commission.
- Repair frost heaves on the Saltonstall/McCormack plaza.

Nashua Street

- Provide carpentry assistance to Hamilton Smith

ENGINEERING

Air Quality

State House

- Conducted air quality tests and made recommendations on corrective actions in Room 470.

Saltonstall Building

- Arranged emergency ceiling repairs/replacement for various Saltonstall office areas.
- Writing of scope of work for contracts for ceiling replacement.
- Work with Departments of Environmental Protection and Department of Labor and Workforce Development to get waivers on notification for asbestos projects.
- Conducted meetings with tenants regarding air quality/asbestos.
- Worked with Department of Labor and Workforce Development to develop specialized cleaning process for computer room equipment.
- Managed emergency ceiling penetration and repairs on 13th floor (Travel and Tourism).
- Conduct testing for CO on 20th floor (Division of Banking).
- Set classes for asbestos associated workers (16 hours) for all staff working in Saltonstall Building.
- Set up asbestos awareness classes (two hours) for Saltonstall cleaning staff.
- Worked with contracted consultants for asbestos testing.

Mechanical Maintenance

Government Center Complex

- Assisted with Government Center underground storage tank testing and corrective actions.
- Provided engineering assistance to various tenants for renovations and upgrading office area.

State House

- Performed preventative maintenance and boiler teardown.
- Generator testing.
- Preventative maintenance performed on hot water pumps.
- AH-4 new pump coupling.
- Replace hot water valves.
- Repacked condensate pump #1.
- Successful seasonal shut down and startup.
- Drained and cleaned cooling tower.
- Replaced exhaust fan #7 motor.
- Rebuilt air compressor.

Saltonstall Building

- Complete air balancing analysis on 18th floor.
- Changed all air handler filters through out the building.
- Reinforced S-4 filter rack.
- Installed new water distribution system for the P-9 seals.
- Winterized, cleaned and power washed all three cooling towers.
- Installed new prattle elements and sight glasses on three cooling tower gear boxes.
- Installed new 6" 300 lb. steam shut off valve for heating steam supply.
- Induction units cleaned on floors 22-13.
- Cleaned kitchen exhaust.
- Replaced service valves on 10th floor ladies' room.
- Performed preventative maintenance on all garage doors.
- Installed new dumpster overhead door.
- Installed hi and low rise coupon racks.
- Replaced handicap entrance door actuators.

McCormack Building

- Wrote contract scope and assisted in Lieberts disconnect for 8th floor (ITD).
- Working with DCPO on report for upgrading the HVAC system.
- Completed 30% of air balancing analysis.
- Completed air balance analysis of AC 13 and the 8th floor.
- Completed all induction unit cleaning.
- All perimeter induction units air balanced.
- Successful switch over from air conditioning to cooling.
- Relocated several thermostats as a result of second floor renovation (HRD).

- Replaced 120 feet of drain pipe.
- Cleaned kitchen exhaust.
- Replace flex connectors on all air handlers throughout the building.
- Replaced all pre-filters on all main air handlers and all auxiliary air conditioning systems.

Lindemann Building

- Changed filters throughout the building and on fan coil units.
- Cleaned kitchen exhaust.
- Performed preventative maintenance on all absorbers and dampers.
- Replaced hi press system valve.
- Drained and cleaned cooling tower.

Elevators

Government Center Complex

- Managed to keep McCormack, Hurley and Saltonstall Elevator fire service project on schedule for late December completion.

State House

- Managed elevator repairs on cars 12 and 13 which were returned to service.

Fire Protection/Sprinkler Systems

Saltonstall Building

- Worked with DCPO on sprinkler fire protection project.

McCormack Building

- Worked on scope for sprinkler system and fire protection for 8th floor.

Other

Government Center Complex

- Continue to work with Natural Gas Pilot RFR scheduled for advertising in February.
- Continue to work on Electric PMT for consultant RFR with bids due on January 21, 1998, scheduled to be awarded by mid February.

State House

- Assisted and attended contractor meetings on Flag Project.

McCormack Building

- Provided scope of work for child care to comply with ADA guidelines.

CONTRACTOR WORK PERMITS

There were 46 contractor work permits issued for 72 jobs. The permits involved 22 agencies and 31 vendors within four buildings.

Bldg.	Agency	Trade Name	Company Name
Hurley	HRD	Electrical	Chiavelli
Hurley	HRD	Furniture	Creative Office Pavilion
Hurley	HRD	Move	Brookline Transfer
Hurley	HRD	Office Design	Central Ceilings
Hurley	HRD	Telephone/Data	Mahon Communications
Lindemann	DMH	Office Design	Creative Office Pavilion
McCormack	AGO	Electrical	Rotman Electrical
McCormack	AGO	Electrical	Chiavelli
McCormack	AGO	Flooring	New Bedford Floor Covering
McCormack	AGO	Office Design	Central Ceilings
McCormack	AGO	Security	Pasek
McCormack	AGO	Telephone/Data	Mahon Communications
McCormack	AGO	Telephone/Data	Mahon Communications
McCormack	CPF	Filing Systems	Systematics, Inc.
McCormack	CPO	Office Design	Central Ceilings
McCormack	ELD	Telephone/Data	NYNEX
McCormack	HRD	Electrical	Chiavelli
McCormack	HRD	Flooring	Nova Sheen
McCormack	HRD	Flooring	Nova Sheen
McCormack	HRD	Furniture	Creative Office Pavilion
McCormack	HRD	Furniture	Creative Office Pavilion
McCormack	HRD	Move	Brookline Transfer
McCormack	HRD	Move	Brookline Transfer
McCormack	HRD	Office Design	Central Ceilings
McCormack	HRD	Office Design	Central Ceilings
McCormack	HRD	Painting	Central Ceilings
McCormack	HRD	Telephone/Data	Mahon Communications
McCormack	HRD	Telephone/Data	Mahon Communications
McCormack	HRD	Telephone/Data	Lucent Technologies
McCormack	IGO	Electrical	Leiser Electric
McCormack	ITD	Electrical	Johnson Controls
McCormack	ITD	Office Design	Central Ceilings
McCormack	ITD	Office Design	Central Ceilings
McCormack	ITD	Office Design	Central Ceilings
McCormack	ITD	Security	Pasek
McCormack	MCB	Electrical	Richard's Electrical
McCormack	OFC	Carpentry	Systematics, Inc.
McCormack	OFC	Electrical	Chiavelli
McCormack	OFC	Filing Systems	Systematics, Inc.
McCormack	OFC	Flooring	Nova Sheen
McCormack	OFC	Office Design	Central Ceilings
McCormack	OFC	Office Design	Office Works
McCormack	OFC	Office Design	Office Works
McCormack	OFC	Painting	T & D Painting
McCormack	OFC	Telephone/Data	Network Wiring
McCormack	OFC	Telephone/Data	Atlantic Bell
McCormack	RGT	Electrical	Design Wiring
McCormack	RGT	Move	Owens Movers
McCormack	RGT	Office Design	Affordable Interiors
McCormack	SAO	Telephone/Data	JCI (Jed Com)
McCormack	SAO	Telephone/Data	NYNEX
McCormack	SCA	Telephone/Data	Lucent Technologies
McCormack	SOS	Electrical	Chiavelli

McCormack	SOS	Flooring	Nova Sheen
McCormack	SOS	Office Design	Creative Office Pavilion
McCormack	SOS	Office Design	Central Ceilings
McCormack	SOS	Telephone/Data	JCI (Jed Corn)
McCormack	TRE	Electrical	Chiavelli
McCormack	TRE	Flooring	New Bedford Floor Covering
Saltonstall	DOB	Electrical	Chiavelli
Saltonstall	DPU	Electrical	Chiavelli
Saltonstall	DPU	Furniture	WB Mason
Saltonstall	DPU	Furniture	WB Mason
Saltonstall	DPU	Telephone/Data	Siemens Rolm
Saltonstall	LLW	Telephone/Data	JCI (Jed Corn)
Saltonstall	LRC	Painting	Elliot Painting
Saltonstall	OCD	Carpentry	Central Ceilings
Saltonstall	OCD	Electrical	Chiavelli
Saltonstall	OCD	Furniture	GF Office Furniture
Saltonstall	OCD	Office Design	Central Ceilings
Saltonstall	TTO	Carpentry	Central Ceilings
Saltonstall	VET	Security	Apahouser, Inc.

Permit Breakdown

- 3 carpentry work permits (2 contractors)
- 14 electrical work permits (6 contractors)
- 2 filing system permits (1 contractor)
- 6 flooring installations (2 contractors)
- 6 new furniture installations (2 contractors)
- 4 moves in/out of the complex (2 contractors)
- 16 office reconfigurations (4 contractors)
- 3 painting work permits (3 contractors)
- 3 security system installations (2 contractors)
- 15 cabling/telephone work permits (7 contractors)

WORK ORDERS BY TRADE**July 1 - December 31, 1997*

	<u>Lindemann</u>	<u>McCormack</u>	<u>Saltonstall</u>	<u>State House</u>	<u>Total</u>
Asbestos Issues			25		25
Lights			188		188
Locksmith	3	62	23	12	100
Maintenance	18	109	66	23	216
Carpenter	1	26	22	33	82
Electrician		116	59	138	313
Mason	3	5	29	12	49
Painting	5	23	12	9	49
Cleaning		29	7		36
Elevator	9	11	8	12	40
HVAC/Plumbing	230	380	274	320	1204
Total	269	761	713	559	2302

* Lindemann HVAC includes electrical.

Work orders now being written for lights in Saltonstall.

TENANT REQUESTS
July 1 -- December 31, 1997

	<i>Lindeman n</i>	<i>McCormack k</i>	<i>Saltonstall ll</i>	<i>State House</i>	<i>Total</i>
Miscellaneous Problems					
Dust			36		36
Fumes	1	19	57	9	86
Miscellaneous	11	199	255	162	627
Move		22	9	49	80
Phones		4	4	3	11
Room Setups		18	14	66	98
Signs	1	8	5	6	20
Smoking		13	2		15
Surplus		8	6	1	15
White Paper		32	92	34	158
Electrical					
Breaker	4	99	159	40	302
Codes		9	8		17
Electrical	9	65	33	102	209
Lights	127	749	669	503	2048
Locksmith					
Keys	1	51	23	141	216
Locked Out	3	37	31	95	166
Other Locksmith	4	44	12	86	146
Pest Problems					
Dead Rodents		6	45	19	70
Pests	126	36	89	63	314
Safety					
Elevator	67	254	220	170	711
Falls		8	4		12
PA System		6	1		7
Parking		8	11	5	24
Safety	5	36	26	13	80
Cleaning					
Blinds		26	15	1	42
General Cleaning	1	115	82	121	319
Graffiti		5	2	2	9
Hampers		71	63	45	179

Restrooms	85	75	26	186
Spills	86	57	37	180
Trash Pickup	41	30	36	107
Vacuuuming	100	32	44	176

	<i>Lindeman</i>	<i>McCormac</i>	<i>Saltonsta</i>	<i>State</i>	<i>Total</i>
	<i>n</i>	<i>k</i>	<i>ll</i>	<i>House</i>	
Mechanical Maintenance					
Cafeteria	10		3	1	14
Computer		8	1		9
HVAC	3	37	54	18	112
Leak	31	23	77	62	193
Plumbing	100	321	196	126	743
Temperature	65	205	173	127	570
Total	569	2854	2671	2213	8307

MASSACHUSETTS ART COMMISSION

The Art Commission continued its program of conservation and preservation of the State House Art Collection with the following projects:

Maintenance of Exterior Monuments

Following initial conservation treatment in 1986-1987, the Art Commission has contracted with professional conservators to conduct routine inspection and maintenance of the bronze statues and plaques installed on the State House grounds. Since 1991 these monuments have been on an 18-month maintenance cycle where they are inspected for damage to their protective acrylic coating, washed, and re-coated with an additional barrier of paste wax. A bid was issued this summer and annual maintenance of seven full size statues and eight plaques was conducted by conservators from *Daedalus, Inc.*, Cambridge, in October, 1997. Conservators reported all bronzes to be in good-to-excellent condition.

Frequent inspection, touch-ups in the acrylic coating, and renewal of the sacrificial top coat of wax are crucial to preventing the on-set of the corrosion process which originally disfigured the bronzes. The John F. Kennedy statue, installed in 1990, has never required extensive treatment, and remains in nearly original condition due to frequent maintenance of its surface. This is also true for the Liberty Elm and Kennedy Statue Donor plaques, which we hope to preserve in their original states for many years.

Painting Conservation

A bid was issued in summer 1997 for the conservation treatment of eight paintings from the State House Art Collection, seven of which are installed in the Senate Reception Room. Contracts were awarded to *Carmichael Art Conservation*, Bedford, and *Gianfranco Pocobene* of Malden, for off-site treatment of these paintings. Paintings were returned for reinstallation in their original locations by the end of the year.

We are pleased to report another generous donation by Robert B. Severy of Weymouth, toward the painting conservation program. Mr. Severy, a frequent contributor to the Art Commission's programs, this year sponsored the treatment of the portraits of David Cobb and Myron Lawrence from the Senate Reception Room, and John G. B. Adams, from the Grand Army of the Republic Memorial Room. His gift of \$2,720 brings his overall contribution toward the painting conservation program to nearly \$13,000. The Art Commission is most appreciative of Mr. Severy's continued generosity and support.

The Art Commission has been advising the Speaker's office during renovations to the House of Representatives Chamber, particularly on care of the five Albert Herter murals, and the Sacred Cod. After lengthy discussions, conservation of the murals, originally planned as part of the renovations, was postponed by mutual agreement until August 1998. Treatment of the historic codfish will be completed in time for the legislature's January session.

Acquisitions

The Art Commission continues to address proposals for new additional to the Art Collection. During the first six months of FY98 the Art Commission reviewed or continued their work with sponsors of eight new works of art. Notably, the Art Collections Manager sits on the Steering Committee for the Women's Leadership Memorial, slated for installation in early 2000 outside Doric Hall, and has been working closely with the Superintendent's Office on a commemorative plaque to mark the Bicentennial of the Bulfinch State House.

Due to steady inquiry into placing objects in the State House Art Collection, the members of the Art Commission re-addressed their *Art Acquisition Guidelines*, last revised in 1992, for possible updating and clarification of the processes by which an object is properly accessioned into the collection. These revised guidelines, as well as a new executive summary, were approved by the board in December 1997.

Public Information

The Art Commission office continues to serve as a resource for information and images of objects in the art and artifact collections. The photo archives, in particular, is frequently tapped for historical images for scholarly publications, school texts, exhibitions, film, and personal research. The Art Commission's office in the Grand Army of the Republic Memorial Room allows the room to remain open on a limited basis to visitors interested in this shrine to Massachusetts' Civil War Veterans.

FLAGS

Flag Display Project

The Flag Display Project has continued to move forward. An architect was sub-contracted by *Boston Art Conservation* to design the display cases. A mock-up of the storage display cases has been produced and approved by the conservators. Production of the design specs for the niches in Memorial hall are in the final phase. Allen Symonds, a lighting expert, was consulted regarding the illumination aspect of the design plans. These specs, upon approval, will be submitted for bid for the construction of the display cases.

In a cooperative effort among the Bureau, the State Library, and Boston Art Conservation an HVAC engineer was consulted to evaluate the climate control system of both the library and the flag vaults. Upon inspection both vaults were found to be structurally well suited for collections storage, owing to their very stable thermal characteristics. However, the current HVAC systems were found to be inadequate and fundamentally flawed. The systems lack basic controls over humidification, dehumidification, and filtration for particles and gaseous pollutants. In response to this evaluation the Bureau and the State Library have requested that the DCPO State House Project Office install satisfactory environmental controls in both vaults to protect the priceless collections.

Great Hall Flag Project

Currently 256 town and city flags have been received from throughout the Commonwealth. Bureau staff continues to work with city and town officials, the offices of Representatives and Senators in order to complete the collection.

