

Government Center Newsletter

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Bureau of State Office Buildings

October 1996



GOVERNMENT CENTER SECURITY PROJECT

All employees in the McCormack and Saltonstall Buildings are being scheduled for photos for their ID badges. The process, which began in September, should be completed in early November. Images of 4,000 employees in 40 different agencies are now being recorded in our Security Office located next to the McCormack Cafeteria.

Agency liaisons are being contacted to schedule their employees for badging. In order to stay on this time-line, it is essential that when an agency is scheduled for badging, all employees report on their assigned days. Scheduling problems will be inevitable, so check with your agency liaison if you cannot report on the assigned days.

The card access readers on the handicapped doors, the card access turnstiles and the x-ray and metal detector units should be installed and operational by December 1st.



SIGN REPLACEMENT

The Bureau is taking another look at the way it designs and posts signs. Through the cooperation of the Registry of Motor Vehicles, the Bureau now has the capability to make new easy-to-read signs for use in the buildings. Jennifer Bean is responsible for identifying areas where signs need to be replaced due to inaccuracies, inconsistent sign materials, or just old age. If you walk by a sign every day, and wonder "Why is that (ugly) (inaccurate) (obsolete) (unnecessary) sign still there?", please contact Jennifer Bean@OSB@BSB or call her at 727-1100 so she can add it to her list. Eventually all poor signage will be replaced.



STATE HOUSE FIRE EVACUATION DRILL

For the first time ever recorded, the State House took part in a full scale fire evacuation drill. The drill held on Friday, September 13th, was conducted in cooperation with the Bureau of State Office Buildings, the Park Rangers and the Boston

Fire Department. All offices were evacuated by Evacuation Leaders assigned to each area of the building. Just before the alarm was pulled, a sudden downpour occurred, making it necessary to alter the evacuation routes. All Park Rangers and Evacuation Leaders responded properly and the "All Clear" was sounded just 10 minutes and 20 seconds after the alarm was pulled. Although the time could be improved, it was a fantastic effort considering all the circumstances involved. Our thanks again to all who cooperated and participated.



HANDICAPPED ACCESS IMPROVEMENTS IN THE STATE HOUSE

The project to upgrade the State House so that it complies with the American with Disabilities Act is about to be put out to bid. When this project, estimated to cost over two million dollars, is completed, there will be new bathroom facilities in the East and West Wings, new ramps and chair lifts to various rooms and public meeting areas, handicapped accessible seating in the public auditoriums and galleries, site improvements, better interior/exterior signage, assistive listening devices and other improvements that will make our State House more easily accessible to disabled people who wish to enter.



GENERAL HOOKER RIDES AGAIN !

Repairs to the pedestal are now complete and the statue of General Joseph Hooker is finally back where it belongs - 20 feet above the ground in front of the East Wing of the State House. Masons finished pouring a new core and resetting 22 granite stones during Labor Day week. On Wednesday, September 11, riggers from Shaughnessey Company, under the supervision of Fine Arts Express President Larry Doherty, lifted the 5 ton bronze horse-and-rider to the top of the plinth. Finish work, including cleaning and repointing the stones, was conducted over the following weeks (as weather permitted). Later in the fall, conservators will inspect the statue for scratches or abrasion incurred during its trip to the sidewalk and back, and conduct any necessary maintenance treatment. By the time you read this, the plaza will have been re-opened to pedestrians. Take a moment to say "Hi!" to the General.

Susan Greendyke Lachevre
Art Collections Manager



CIVIL WAR FLAG PROJECT

The conservators working on the Civil War Flag Display Project continue to make great strides. Two of the glass panels in the Hall of Flags have been removed and replaced with Plexiglas to allow front access to the display closets, rather than entry through the doors in the hallway. The conservators will now evaluate various display options to present to the Flag Committee who will determine the most appropriate display. The benefit of the front access Plexiglas doors is that the conservators can actually see what these various displays will look like from inside the Hall of Flags.

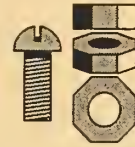
In the interim, the removable Plexiglas panels will be painted black to allow for the display of transparencies now being displayed behind the original glass in the other panels. Thus, the Hall of Flags will continue to look as normal as possible while this important project continues.



HANDICAPPED PARKING

Please note that the Handicapped Parking spaces located on the First level of the Saltonstall have been painted blue and are only for vehicles with a valid Bureau Permit and HP identification. Vehicles without proper documentation will be towed.

CONTRACTOR WORK PERMITS



It is the policy of the Bureau of State Office Buildings that any agency wishing to modify or renovate office space must notify the Bureau and receive written approval to proceed through a "Contractor Work Permit". The Bureau must receive the Contractor Work Permit at least two weeks prior to beginning any such project. It is the responsibility of the agency having the work done to provide a copy of the approved Contractor Work Permit to each contractor hired to do the work listed in the permit. Any contractor attempting to bring in materials or to perform any work and fails to produce an approved copy of the Contractor Work Permit will be denied access to the loading dock and Bureau facilities.

A contractor entering Bureau facilities or delivering materials to Bureau facilities who gains access to the building by any means without a valid Contractor Work Permit shall be considered trespassing and will be immediately removed from the premises and prohibited from doing business in any Bureau facility for a period to be determined by the Superintendent.

Everyone doing construction work in Bureau facilities should be identified as a contractor by a Contractor ID Badge.

Employees should question anyone doing construction work who does not wear a uniform or display a badge. Report any concerns to Neil R. Kilpeck@OSB@BSB or call him at (617) 727-1100.

NAME CHANGES

Since the beginning of the new fiscal year, several departments have had name changes. Some of the major changes are:

Information Technology Division (ITD)
formerly
Office of Management Information Systems
(OMIS)

Operational Services Department (OSD)
formerly
Department of Procurement and General
Services (DPGS)

Human Resource Department (HRD)
formerly
Department of Personnel Administration
(DPA)

DIRECTORY CORRECTIONS

Since June, when the last directories of the McCormack and Saltonstall Buildings were printed, there have been many changes in agency names and locations. Please check the directories in this issue and if you note the need for additions, changes or corrections, please contact George Young@OSB@BSB or call 727-1100.

EMERGENCY NUMBERS

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /McC. & Salt.	727-4100
Director of State House Operations	727-6223

STORAGE SPACE

Many agencies and their staff complain about too little space for employees yet have much valuable space loaded with file cabinets containing dead storage. A possible solution for these issues is using the services of the State Record Center Facility. This facility, a part of the Massachusetts Archives at Columbia Point in Dorchester, provides safe, secure and economical storage for inactive state agency files in a fire-resistant concrete building with state-of-the-art fire and burglar alarms, sprinklers, and other fire prevention devices. There is a small fee of \$1.50 per box annually to defray the costs of providing destruction and records management services to state agencies. This fee includes storage, delivery/pick up, retrieval, destruction notices and management reports such as file/box tracking and destruction notification. Agency personnel are welcome to visit and tour the facility.

For more information, contact the Director of the Facility, Anthony DeSantis@OSS@MIS.GUESTS or call him at (617) 727-2470.

DAILY BULLETIN

Remember to check our Daily Bulletin for up to the minute news from the Bureau. Send items for the Bulletin to Jennifer Bean@OSB@BSB or call her at (617) 727-1100.



EVENTS

The Holiday season is almost upon us, which means State House function space is being reserved for holiday events at a rapid rate. If you are interested in booking function space in the State House during the holidays or at any other time of year, please contact Jennifer Bean at (617) 727-1100 for an application and more information. Please note that applications for daytime events held by state entities must be submitted at least two weeks in advance, and evening applications must be submitted at least thirty days before the scheduled event. In addition, all events must be sponsored by an Agency Head, Constitutional Officer, or Legislator who must also sign the application.



FARMERS' MARKET

The Saltonstall Farmers' Market is still going strong, with pumpkins, potatoes, and several varieties of winter squash coming into season. It will continue its regular hours - 11 a.m. to 5 p.m. every Thursday through at least November 21st.

The City Hall Plaza Farmers' Market will be open on Monday and Wednesday from 11 a.m. to 6 p.m. through October.

For more information on the Farmers' Markets throughout the Commonwealth, please contact Anneli Johnson at 727-3018 ext. 175.

If you are interested in picking apples, a listing of U-Pick Orchards is available in the lobby of the Saltonstall Building.



GOVERNMENT CENTER BEAUTIFICATION PROJECT

The Bureau, continuing its goal of beautifying the interior and exterior of its facilities in Government Center, has installed flower barrels and a new layer of stones on the flagpole island adjacent to the McCormack Building. In addition the Bureau has planted mums supplied by the Department of Corrections throughout the State House grounds, and placed Boston ferns and peace lilies at the Main Entrance of the State House.

The Bureau welcomes any input regarding these new additions, as well as suggestions to further improve the appearance of Government Center.

THE BUREAU ON THE WEB

To better serve our Government Center Complex customers and Internet users, the Bureau of State Office Buildings is now on World Wide Web under the Commonwealth website titled MAGNet. For starters, the following menus are available: Directories for Government Center, including those of the Senate, House of Representatives, McCormack Building, Saltonstall Building and the State House, and the Government Center Newsletter.

Additional menus will be added at a later date. Please E-Mail George.Young@OSB@BSB or call 727-1100 with any suggestions.

For more information about the MAGNet see the August edition of the Government Center Newsletter.

RESTROOM SECURITY

Bureau staff continue to try to improve security for state employees working in Bureau facilities. Periodically, people who have no business with the state find their way into Bureau restrooms. While we have an obligation to provide comfort stations to the general public, we also have an obligation to provide clean, comfortable restrooms for our regular customers: employees. One way for us to prevent employee restrooms from being misused is to install combination locks. If you believe a combination lock could help solve a problem in your area, contact Neil Kilpeck@OSB@BSB or call him at 727-1100.

SALTONSTALL ELEVATOR PROBLEMS

The elevators in the Saltonstall Building, due to their age, cause more problems than those in other Bureau facilities. In January, after a number of incidents, Bureau staff met with the elevator contractor, Payne Elevator, to try to make improvements. Payne made several recommendations including installing emergency telephones, redirecting the alarm bells and installing electric-eye door stops. While these improvements did decrease the number of problems, we continue to hear of incidents long after they occur. Please contact Elizabeth Hemond@OSB@BSB or call her at 727-4100 with elevator problems, noting the building, car number, and floor as soon as possible after they occur. When you know of an entrapment, call 727-1000 immediately! We have gone into great detail to establish systems to solve problems promptly. Sometimes a major problem is caused by someone putting on the emergency stop unnecessarily. The sooner we know of a problem, the easier it is for us to determine the cause and solve it.

STAINED GLASS REPAIR IN THE HALL OF FLAGS

Memorial Hall, also called the Hall of Flags, has been without its beautiful stained glass ceiling window since the beginning of the original State House renovation project - about ten years.

The protective canvas that was placed there has now been removed for a final evaluation of the ceiling before the Conservators undertake the meticulous job of replacing the stained glass that was stored so long ago. With luck the project will be completed within a year.

NEW VENDORS

The Massachusetts Commission for the Blind licenses private vendors, who must be legally blind, to operate concessions in state and federal facilities throughout the Commonwealth. Two new vendors have just begun operations in Bureau facilities. These vendors are private businessmen or businesswomen, who, like any other business operators must hire help, purchase inventories, market their products, and hopefully, after all their expenses are paid, turn a profit. Your patronage of their facility allows them and their family members to earn a livelihood.

New vendors, Mario Bianci and his son Charlie, have assumed the management of the coffee shop in the McCormack Building, and Fred LaFleur is the new operator of the State House Coffee Shop.

Any suggestions employees may have regarding the best way Mario and Fred can meet the needs of their customers would be most appreciated by Bureau staff. Comments may be sent directly to Superintendent Dennis R. Smith, Room 10, State House, Boston, MA 02133 (617) 727-1100 or by E-Mail to Dennis.R.Smith@OSB@BSB.



NEWS FROM

THE A&R FOOD SERVICE AT THE METRO GRILL - 14TH FLOOR SALTONSTALL

Now that the vast majority of major work is completed at the Ashburton Cafe (McCormack), we are doing extensive work at the Metro Grill (Saltonstall).

We have completed repainting the dining area and dressing up the tables as well as generally tidying up the dining area. We have plans to replace chairs and expand our trash and recycling centers and are looking into repairing and/or replacing the smoke eaters. We have completed the work in the kitchen, enabling us to offer a greater variety of luncheon entrees, such as chicken fingers, wings, etc. In fact our char-grilled chicken kabob - low in fat and cholesterol - has become a popular item.

Please bear with us as we complete our renovations, expected to be finished by the end of October. Any questions or comments about the Metro Grill please call Richie at 248-8633 or drop a line in our suggestion box located on the message wall.

Our customer appreciation day at the Metro Grill was a huge success! We will have a repeat Customer Appreciation Day at both the Metro Grill and Ashburton Cafe during the holiday season.

Don't forget to book your next function for catered food with us. We will deliver to your office and/or conference area, or we can accommodate you in our new function room at the Ashburton Cafe (McCormack Building). Please call Tony at 248-3957 to place your reservations.



AGENCY IN THE THE SPOTLIGHT: ENVIRONMENTAL AFFAIRS

The Featured Agency this month is the Executive Office of Environmental Affairs whose Secretary, Trudy Coxe, can point out her Secretariat's successes in its oversight of land, water, air and other issues that affect all of us.

Clean State Initiative - Massachusetts is one of a few states to have a Clean State Initiative. It is hard to tell the private sector to clean up its act when the Government does not. With the Clean State Initiative, the Commonwealth is held to the same environmental standards as private industry.

The Clean State Initiative came from Governor Weld's assertion that state agencies needed to do a better job of developing and implementing policies supportive of a clean environment. All state agencies have a role in this initiative and will soon be recognized in the Annual Report Card. The Bureau is a proud supporter of this initiative.

Recycling - Another way to preserve the resources of the earth is to recycle. Although the Commonwealth is making strides to increase its recycling efforts and Massachusetts is one of the top 7 states for recycling, we need to do even more recycling. Last year the Bureau of State Office Buildings recycled 325 tons of paper, including 40 - 50 tons of cardboard. This recycling saved the costs of disposing of the paper that was recycled. Recycling is a job creating issue for Massachusetts!

“IF YOU CARE ABOUT JOBS, YOU SHOULD BE RECYCLING. IF YOU CARE ABOUT THE ENVIRONMENT YOU SHOULD BE RECYCLING EVEN MORE.”

Water - Massachusetts contains 27 water basins - a very large bio-regional neighborhood connected by waterways. These water basins have multiple uses - recreational as well as economic. Under Secretary Coxe's tenure, the Watershed Initiative was launched. This initiative has a goal of making the waterways in Massachusetts clean enough so people can use them for swimming and fishing.

Secretary Coxe is also proud of the Rivers Bill which protects 9,000 miles of river in the Commonwealth and prohibits building within 200 feet of the river bed.

Air - Air pollution has been a very serious public health issue facing the nation. The Harvard School of Public Health determined that 750,000 people have worsening health because of the pollutants in the air. Therefore more aggressive means of cleaning the air must be developed. The Executive Office of Environmental Affairs is working with utility companies to decrease the amount of pollutants that are emitted into the air. The utility companies have been cooperative and deserve credit for the measures they have taken. However, a major source of air pollution is automobiles. The goal for the car of the future is to have zero emissions. Most likely these vehicles will be electric. Auto manufacturers are working to develop vehicles that will run about 375 miles on a single charge. An experimental electric car is garaged in the Saltonstall Building.

Land - Secretary Coxe is justly proud of her accomplishments in preserving land. There had been (and still is) a concern that the Commonwealth was losing dairy farms, the oldest farming culture in Massachusetts and the northeast. To stem the loss of dairy farms and other open space, the Agricultural Preservation Program was developed to purchase the development rights to a piece of land so that once the property is no longer farmed it becomes open space. Under the terms of the restriction, the land is never developed. Approximately 70,000 acres in the Commonwealth have been acquired or preserved in the last six years under the land management programs.

EXPEDITION OUTREACH

On August 1, 1996, Expedition Outreach, a group of adventurers from New England, returned from the Bolivian Andes of South America. Team leader Michael Coyne, a Massachusetts State Trooper stationed at the McCormack Building, and Michael Daly, an engineer at Raytheon, rode a luge from an altitude of 17,200 feet down Mount Chacaltayas's glacier. According to the United States Luge Association, this was the highest altitude luge run in history, and is being sent to the Guinness Book for official recognition as a world record. Teammate Jim Raymond, a Staff Sergeant in the National Guard, rode a snow board alongside Coyne and Daly as they caromed down the mountain in the luge.

While in Bolivia, Michael Daly and Jim Raymond climbed to the summit of the highest mountain in the Cordillera Real, Nevado Illimani, at 21,277 feet. Michael and Christine Coyne completed a technical ice climbing traverse of Illimani's South West glacier and explored its ice caves.

**STATE OFFICE BUILDINGS
WELCOMES NEW STATE POLICE
COMMANDER**

The team will educate people about a new strain of the AIDS virus, Subtype E, through a documentary filmed during their descent. This virus is more virulent to the heterosexual community. The message that the team wants to convey is that AIDS does not discriminate.

Expedition Outreach raised \$3,000 for the AIDS action Committee of Massachusetts, New England's oldest and largest AIDS service organization. They also educated over 50,000 people in New England about this new strain.

For more information about AIDS Subtype E, call the AIDS Action Committee at (617) 450-6200. To help support Expedition Outreach's documentary to educate our children, call them directly at (617) 783-0861.



**COMEC
CAMPAIGN**

On October 2, 1996, the gala kickoff of the COMEC Campaign was held in the Great Hall of the State House with special guest former Boston Bruin Cam Neely. This campaign is a way of assisting those who are less fortunate. Soon you will be receiving information from your COMEC representative. In the meantime, think of the worthy causes you would like to support.

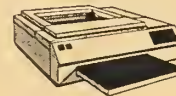
The Bureau supports all efforts to make the COMEC Campaign a big success.

The Government Center Complex has a new State Police Commander stationed at the McCormack Building, room 106. Sergeant Larry Murray will be working closely with Bureau personnel to ensure that the safety and security of the State Office Buildings continues at a high level.

Among Sgt. Murray's duties will be maintaining strict parking controls around the McCormack and Saltonstall Buildings to ensure public safety and a smooth traffic flow.

Please join us in welcoming Sgt. Murray to the Government Center Complex.

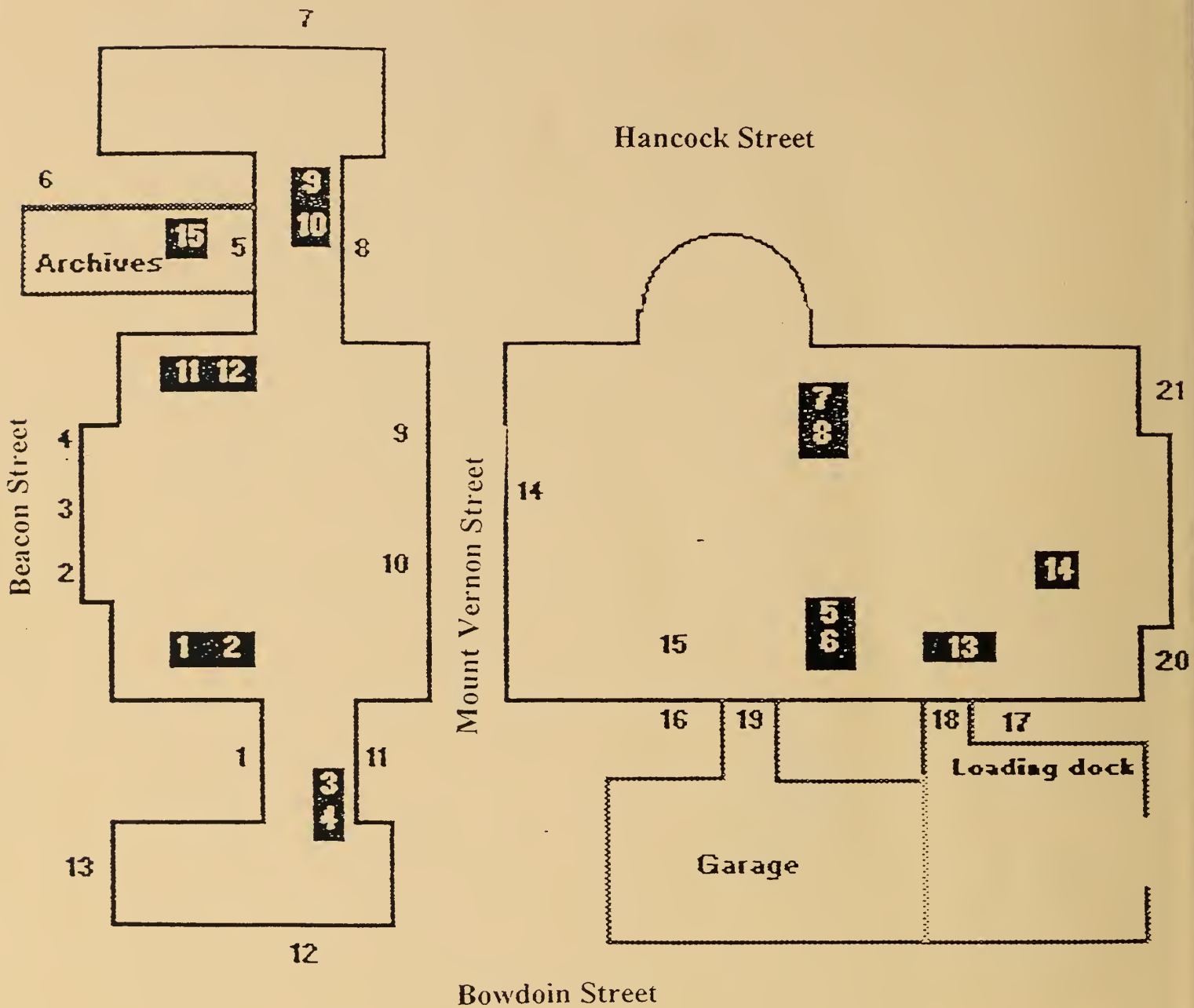
**STATE POLICE - GOVERNMENT
CENTER 727-2917**



ITEMS FOR THE NEWSLETTER

If your agency has news items you wish to share with the Government Center Community through the Newsletter, send them to Elaine Denniston@OSB@BSB or call her at (617) 727-1100.

STATE HOUSE DOOR AND ELEVATOR LOCATIONS



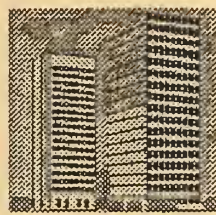
Door Locations 1 - 21

Elevator Locations

1 - 15

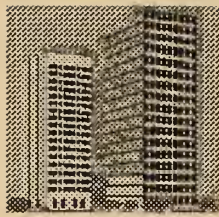
Please post and distribute this map which indicates the locations of the doors and elevators in the State House. It could be very helpful in an emergency or for identifying the door that a person should use in a non-emergency

Saltonstall Directory



AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
ABCC	2204	727-3040	Energy Facilities Siting Board	1304	727-1136
Adjutant General	1000	727-2964	Energy Resources	1500	727- 473
Alcohol . Bev. Con. Comm.	2204	727-3040	Environmental Affairs, Exec. Office of	2000	727-9800
Appellate Tax Board	1010	727-3100	Coastal Zone Management	2000	727-9530
Apprentice Training	1107	727-3486	Dept. Environmental Management	1905	727-3180
A & R Food Services	1400	248-8635	Div. of Forest and Parks	1905	727-3180
Asbestos/ Lead Licensing, Div. of	1106	727-7047	Div. Fisheries & Wildlife	1902	727-3151
Auditor	1103	727-8638	Div. Marine Fisheries	1901	727-3193
Banks, Division of	2004	727-3145	Hazardous Waste	2000	727-9800
BSB	GAR.	727-4100	Gov. Highway Safety Bureau	2104	727-5074
Bd. of Conciliation & Arbitration	1105	727-3466	Gov. Comm. on Mental Retardation	1103A	727-0517
Bureau of State Office Buildings	GAR.	727-4100	Housing & Community Dev., Dept. of	1405	727-6930
Central Mail Room	100	626-3680	International Trade	1302	367-1830
Committee on Criminal Justice	2100	727-6300	Labor Relations	1604	727-3505
Department of Corrections	2200	727-3300	Loading Dock	102	727-3044
DEM	1905	727-3180	Lottery Claims	104	248-0360
Dept. Environmental Management	1905	727-3180	Low Level Radioactive Waste	903	727-6018
Dept. of Food & Agriculture	2103	727-3000	Minority & Women's Bus. Assistance	1303	727-8692
Dept. of Housing & Community Dev.	1804	727-7765	MOITI	1302	367-1830
Div. Community Service	1803	727-7001	MOTT	1300	727-3260
Div. Private Housing	1804	727-7824	Office Of Programming	1611	727-4105
Div. Pub. Housing/Rental Assistnce	1703	727-7130	Public Emp. Retirement/Workrs Comp.	1601	727-3437
Div. Neighborhood Services	1803	727-7004	Public Utilities, Dept. of	1200	727-3500
Dept. of Public Utilities	1200	727-3500	Recycling Program	103	727-9253
Dept. of Revenue	200	887-6367	Revenue, Dept. of	200	887-6367
Designer Selection Board	1610	727-4046	Resources Conservation	1405	727-1552
Dispute Resolution, Office of	1005	727-2224	Sentencing Commission	902	742-6867
Div. of Admin. Law Appeals	904	727-7060	SOMWBA	1303	727-8692
Division of Banks	2004	727-3145	Standards - Lab	110	727-3480
Div. Cap. Plan. & Op. - R. E. Mgmt	1611	727-8090	State Data Center (MISER)	1103	727-4537
Div. Fisheries, Wildlife & Law Enforce	1901	727-1614	State Office Buildings	GAR.	727-4100
Div. Occupational Safety	1107	727-3452	Telecommunications	811	727-8627
Asbestos & Lead Licensing, Div. of	1106	727-7047	Toxic Use Reduction. Tech Assistance	2109	727-3260
Div. of Regis. & Licensing	1520	727-3074	Travel & Tourism	1300	727-3201
DOLI (Now Div. Occ. Safety)	1107	727-3452	Veteran's Services	1002	727-3578
			Victim Witness Assistance Board	1104	727-5200

Note: For Additions, Changes Or Corrections, Contact [George.Young@OsborneBsb](mailto:George.Young@OsborneBsb.com) Or Call 727-1100. Revised October, 1996



McCormack Directory

AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
Affirmative Action, Office	213	727-7441	Higher Education, Board of	1401	727-7785
Architectural Access Board	1310	727-0660	HRD	203	727-3555
A & R Food Services	PLAZA	248-3957	Human Resources Division	203	727-3555
Attorney General's Office	2000	727-2200	Affirmative Action	213	727-7441
Civil Rights Division	1915	727-2200	Employee Relations	1002	727-5403
Criminal Division	1810	727-2200	Examination Administration	303	727-3777
Environmental Division	1915	727-2200	Personnel Administration	203	727-3777
Auditor	1819	727-6200	Indian Affairs, Commission of	1004	727-6394
Bid Room	416	727-4003	Information Technology Division	801	727-5072
Boxing Commission	1301	727-3200	Inspector General	1311	727-9140
Board Of Building Reg. & Standards	1301	727-3200	ITD	801	973-0700
Bureau Of State Office Bldgs.	107	727-4100	Labor & Workforce Dev., Dept. of	1400	727-6573
Bureau Of Special Investigations	503	727-6950	Joint Labor Management Cmte.	610	727-9690
Business Development Office	2101	727-3206	MassJobs Council	2111	727-7944
Campaign & Political Finance	411	727-8352	MCAD (Discrimination)	601	727-3990
Capital Planning & Oper. (DCPO)	1500	727-4050	OER See HRD	1002	727-5403
CBO	1602	727-8181	OMIS See ITD	801	973-0700
Central Business Office	1602	727-8181	Off. Of Emp. Rel. See HRD-OER	1002	727-5403
Central Mail Room	PLAZA	727-2909	Operational Services Division	1017	727-7500
Central Reprographics	PLAZA	727-7500	PERA	1101	727-9380
Charter Schools	1403	727-0075	Personnel See HRD	203	727-3555
Child Care Center	105	727-4802	Probation, Suffolk Superior Court	413	725-8251
Children, Office For	1111	727-8900	Public Employee Retirement Adm.	1101	727-9380
Civil Service Commission	211	727-2293	Public Safety, Exec. Office of	2133	727-7775
COMEC	307	727-1119	Public Safety, Department of	1301	727-3200
Commission Against Discrimination	601	727-3990	Bd. of Building Reg. & Standards	1301	727-3200
Comptroller, Office of the	900	727-5000	Boxing Commission	1301	727-3200
Conference Rooms (To Reserve)	21st Fl.	727-4100	Public Safety Commissioner	1301	727-3200
Consumer Affairs & Business Regulation	1411	727-7755	Underground Storage	1310	727-3200
DCPO	1505	727-4050	Racing Commission	1313	727-2851
Disability, Office On	1305	727-7440	Retirement Board	1219	367-7770
Division of Capital Planning & Operations	1505	727-4050	Secretary Of State		
Leasing	1610	727-8000	Central Register	2A	727-2831
Division of Standards	1115	727-3480	Citizen Information	1611	727-7030
DPA See Human Resources Div.	207	727-3555	Commercial Code	1710	727-2860
Economic Development, Dept. of	2101	727-8380	Corporations	1710	727-2853
Education (Board of Higher Education)	1401	727-7785	Elections	1705	727-2828
Elder Affairs, Executive Office of	500	727-7750	Goods & Services Bulletin	2A	727-2831
Examination Administration, HRD	303	727-3777	Public Records	1719	727-2832
Employee Relations, HRD	1002	727-5403	Securities	1701	727-3548
Ethics Commission	619	727-0060	Trademarks	1711	727-8329
Governor's Alliance Against Drugs	611	727-0786	State Police	106	727-2917
Governor's Auto Theft Strike Force	105	727-0220	Suffolk Superior Court Probation	413	725-8251
Governor's Education Advisor	1405	727-7785	Treasurer	1200	367-3900
Health & Human Serv., Exec. Off.	1109	727-7600	Underground Storage	1310	727-3200

Note: For Additions, Corrections or Changes Contact George Young@OSB@BSB or call 727-1100 Revised October, 1996

CONFERENCE ROOMS AVAILABLE FOR STATE AGENCY USE
IN GOVERNMENT CENTER AREA

LOCATION	CONTACT PERSON	TELEPHONE NUMBER	FLOOR & ROOM	CAPACITY
METRO-BOSTON AREA				
McCormack Building Bureau of State Buildings One Ashburton Place Boston, MA 02108	Elizabeth Hemond <i>(@osb@bsb)</i> or Joanne DeGregorio <i>(@osb@bsb)</i>	617-727-4100	21st Floor Rooms 1, 2, and 3	Each with the capacity of about 50 people. The rooms may be combined to provide for larger meetings of 100-150 people. A pull down screen and LAN hub are available in Room 1, also a TV and satellite hookup. HP ACCESSIBLE
Saltonstall Building 100 Cambridge Street Boston, MA 02122	Elizabeth Hemond <i>(@osb@bsb)</i> or Joanne DeGregorio <i>(@osb@bsb)</i>	617-727-4100	Rooms 206 - 40 207 - 40 208 - 40 1108 - 25	Each with the capacity of about 40 people. Room 1108 with capacity of about 25 people. HP ACCESSIBLE
Department of Revenue Training - 6th Floor 100 Cambridge Street Boston, MA 02108	Maria Walkes	617-626-3440	Room 608B	Room holds up to 50 people. HP ACCESSIBLE
Gardner Auditorium State House Boston, MA 02133	Jennifer Bean <i>(@osb@bsb)</i>	617-727-1100	Basement level of State House	Auditorium has capacity of 500 people. HP ACCESSIBLE
Minihan Hall, 6th Floor C.F. Hurley Building 19 Staniford Street Boston, MA 02214	Peggy Campbell	617-626-6700	6th Floor Lecture Style Hall	Minihan Hall has capacity of 100 people. HP ACCESSIBLE
Dept. of Employment & Training C.F. Hurley Building 19 Staniford Street Boston, MA 02214	Training Office	617-626-5250	Room 413	Training room has capacity of 100. HP ACCESSIBLE
Group Insurance Commission 19 Staniford Street Boston, MA 02214	Florence Lyon	617-727-2310 x3009	4th Floor Conference Room	Conference room holds up to 30 people. HP ACCESSIBLE

PLEASE NOTE:

1. Many of the above facilities request one month advance request.
2. Some facilities may have rental fees for microphones.
3. Changes or additions to this list may be made by calling Maureen Manning, Operational Services Division at (617-727-7500x270) or via E-Mail Maureen.Manning@dps@osd.

Bureau of State Office Buildings
State House Room 10 (617) 727-1100
Dennis R. Smith, Superintendent

Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald T. Roosa, Deputy Superintendent of Administration
Neil R. Kilpeck, Director Safety and Security
John F. Civello, Director of State House Operations
Elaine K. M. Denniston, Editor
George M. Young, Layout Artist

Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124

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