

SAM – REAL ESTATE SERVICES DIVISION

BUILDING AND PROPERTY MANAGEMENT BRANCH

PROGRAM SUMMARY

1330

(Revised 1/2015)

The Building and Property Management Branch (BPMB) manages, maintains, and operates state buildings and grounds. BPMB is a statewide operation with management units located in major cities throughout California. Its mission is to provide tenants and the public with a safe and healthy environment in which to conduct business, and to preserve the state’s investment in real property and equipment through an efficient and effective centralized maintenance and operations program. BPMB offers full building and grounds maintenance and operations, including all labor, materials, and equipment, in most locations where services are provided.

BPM services include:

Building Cleaning	Contract Administration and Management: - Security Guard Service
Routine Building Management Inspections - Assess conditions of material and equipment - Detect deterioration - Follow-up and evaluate maintenance and repairs	- Elevator Maintenance Service - Window Cleaning - Projects and Repairs Oversight and Routine testing: - Security Systems - Switch Gear - Fire Life Safety Systems - Energy Management Systems
Groundskeeping	Equipment Operation, Maintenance and Warranty Compliance
Facility Operation and Maintenance	Heating, Ventilating and Air Conditioning
Trades, Crafts and Engineering Services	Energy Management
Emergency Preparedness and Response	Special Repair Projects
Environmental Health and Safety Management	Structural Maintenance
	Tenant Space Changes

(Continued)

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Information pertaining to the location and/or use of a building's facilities and amenities (e.g., auditoriums, conference rooms, atriums, cafeteria, break rooms, restrooms, concession stands, and other rooms); building directory services and bulletin boards; building services such as elevators, office temperatures, and lighting; hazardous or dangerous conditions and other related facility related areas can be directed to the building manager's office.

Additional information on BPMB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/bpm/main.asp>. If you wish to write or call us, our mailing address and telephone number are:

Building and Property Management Branch
Real Estate Services Division
1304 O Street
Sacramento, CA 95814-5906
Fax: 916-375-4968