

November 19, 1956

MANAGING DIRECTOR'S ORDER NO. 6

DIVISION OF RESPONSIBILITIES FOR MAINTENANCE OF  
MUNICIPAL BUILDING, BUSTLETON AVE. & BOWLER ST.

The division of responsibilities for the maintenance of the Municipal Building at Bustleton Avenue and Bowler Street shall be as follows:

1. All repairs shall be the responsibility of the Department of Public Property. Cleaning of windows shall also be the responsibility of the Department of Public Property.
2. The Fire Department shall be responsible for the upkeep of all the grounds surrounding the entire building, the raising and lowering of the flag, and the day-to-day maintenance of the fire station section.
3. The supervision of the day-to-day maintenance of the interior of the remainder of the building shall be the responsibility of the Police Department. This area shall include the police station proper, community room, upper and lower lobbies, and the space occupied by the Streets and Water Departments. The Streets and Water Departments shall supply one (1) Custodial Worker and the Police Department shall supply two (2) Custodial Workers.

Further, the Police Department shall be responsible for scheduling events to be held in the community room and the setting up of chairs and various other arrangements required for these events.

4. The garages at the rear of the building are for the use of the Department of Streets.

/s/ Donald C. Wagner  
Managing Director