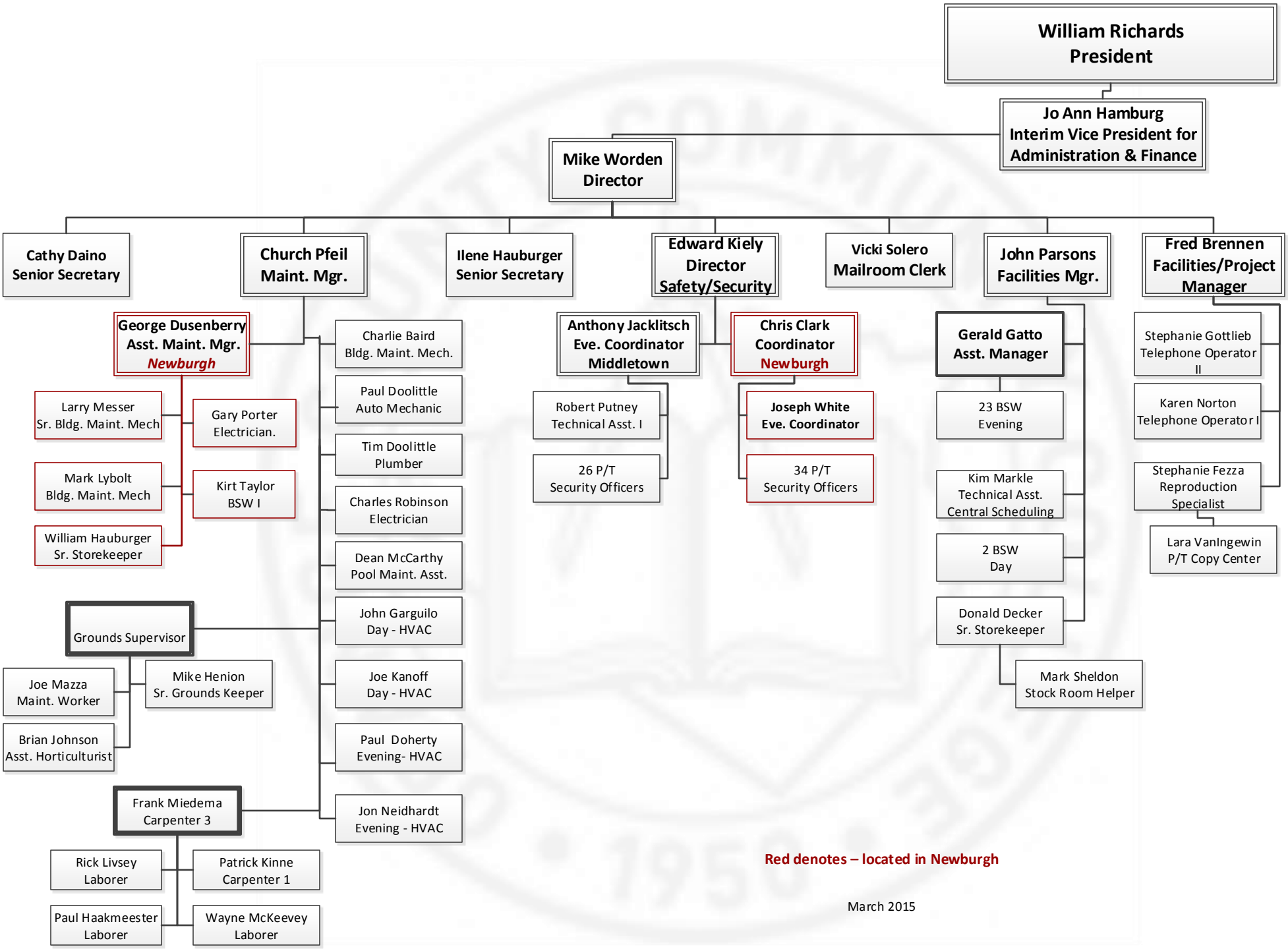MAINTENANCE/FACILITIES/ADMINISTRATIVE SERVICES