

**Record Series #: 6120-004**

**Name:** Buildings and Grounds Maintenance Department – Plans and Designs  
**Dates:** 1921-1925, 1939-2017, no date  
**Extent/Size:** 453 items [30 oversized folders, 164 rolled items, 1 oversized box (29.0 cubic feet)]  
**Language:** English

**Organizational History:**

The City of Savannah's Buildings and Grounds Maintenance Department was a department under the former Leisure Services Bureau. The department was responsible for maintaining all City-owned and leased buildings (excluding Water & Sewer buildings) and all Leisure Services facilities, including playgrounds, swimming pools, and athletic fields. The department's mission, including development and maintenance, was achieved through scheduled maintenance and a capital development plan executed through three divisions, Grounds Maintenance, Building & Electrical Maintenance, and the Design & Construction Group. During the City's 2018 reorganization, the Buildings and Grounds Maintenance Department was dissolved and the department's functions were absorbed into other City departments. Grounds maintenance functions were taken on by the Greenscapes department and the building maintenance functions were absorbed by the Real Estate Services department. The Design & Construction Group had previously been pulled out of the Buildings and Grounds Maintenance Department and moved to the Development Services Department, but during the 2018 City reorganization became its own department known as Capital Projects Management.

**Scope & Content:**

Buildings and Grounds Maintenance Department – Plans and Designs (1921-1929, 1939-2017, no date) includes 450 items, including an assortment of schematics, designs, floor plans, topographic surveys, engineering plans and landscape plans for the City of Savannah's public pools, sports complexes, parks, playgrounds, public housing buildings, community centers, and recreation centers. Some items have multiple sheets detailing various aspects of the project such as mechanical, plumbing, and irrigation systems. Also included in this series are designs for facilities in Florida and Alabama, design standards from the National Collegiate Athletic Association (NCAA) for sports fields and court layouts, design standards from the War Department for sports facilities, and design standards for playground equipment. Plans and designs of note in this series include: planting plans for Forsyth Park; multiple designs for Daffin Park's playground, sports fields, and baseball stadium; and the several public housing design plans, including a design titled, "Carver Village Proposed Colored Housing Development Site Plan," created by Thomas and Hutton Engineering, 1947.

**System of Arrangement & Ordering:**

Buildings and Grounds Maintenance Department – Plans and Designs (1921-1929, 1939-2017, no date) is physically arranged by reference number and storage format (rolled or flat storage). Inventories are available by reference number, title, or creator and are attached at the end of this finding aid. Supplemental documents found during processing are housed in Box 6120-004-30 (an inventory is provided on page 3).

**Conditions Governing Access:**

Collection is stored offsite and researchers must request desired records at least one (1) full business day before research appointment for access.

**Record Series 6120-004, Buildings and Grounds Maintenance Department-Plans and Designs*****Conditions Governing Reproduction and Use:***

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***Access Points:***

Architecture--Designs and plans  
 Bacon Park (Savannah, Ga.)  
 Baseball fields  
 City of Savannah, Georgia (Savannah, Ga.)  
 Community Centers--Designs and plans  
 Daffin Park (Savannah, Ga.)  
 Engineering department (Savannah, Ga.)  
 Engineering design  
 Floor plans  
 Forsyth Park (Savannah, Ga.)  
 Golf courses--Design and construction  
 Landscape Architecture--Designs and plans  
 Landscape irrigation  
 Parks--Designs and plans  
 Planting design  
 Playgrounds  
 Playgrounds--Design and construction  
 Recreation areas  
 Soccer fields  
 Softball fields  
 Swimming pools--Design and construction  
 Tennis courts--Design and construction  
 Topographic maps

**Record Series 6120-004, Buildings and Grounds Maintenance Department-Plans and Designs**

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*Preferred Citation:*

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City of Savannah Municipal Archives, Savannah, Georgia.

*Processed by:*

M. Kerkhoff, March 2020. Addenda, M. Kerkhoff, October 2021.

*Available Inventories of Plans and Designs:*

- [Inventory by Reference Number](#)
- [Inventory by Title](#)
- [Inventory by Creator](#)

*Inventory of Supplemental Documents*

Box 6120-004-30

Folder 1            Obsolete drawer Inventories, no date

Folder 2            Supplemental items found with the plans and designs, 1964, 1977, 1980, 2006,  
no date

- “Alterations to Offices for City of Savannah, Recreation Commission, Mr. Carl Hager, Director,” by Gunn and Meyerhoff, AIA Architects, March 1964 [see Reference #6120-004-0228]
- “Swimming Pools in Chatham County,” October 3, 1977 [see Reference #s 6120-004-0222, 6120-004-0301, 6120-004-0315, 6120-004-0328]
- “Inter-department Memorandum, Basketball Court Standards, from Playground Supervisor, to Leisure Services Director,” November 21, 1980 [see Reference #6120-004-0115]
- “Space Requirements,” June 2006 [Leisure Services Bureau]
- “Department Survey, Savannah Services Complex, Master Plan, Phase 1 Data Collection, Department Survey #1,” no date [see Reference #6120-004-0271]
- “Pools in Annexed Area,” no date [see Reference #s 6120-004-0222, 6120-004-0301, 6120-004-0315, 6120-004-0328]
- “Proposed Improvements for Hull Park at 55<sup>th</sup> and Atlantic Avenue,” no date [see Reference #s 6120-004-0073, 6120-004-0339, 6120-004-0343]
- “Savannah Gardens As Builts, Turf Services Unlimited,” no date (compact disc) [see Reference #s 6120-004-0243, 6120-004-0244, 6120-004-0268]

Folder 3            Unidentifiable fragments of the plans and Designs, no date