

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

12-15
Number

Subject:

Holiday Trees and Decorations in Commonwealth-Owned or Leased Buildings

Date:

November 21, 2012

By Direction of:



Sheri Phillips, Secretary of General Services

Expiration Date:

November 21, 2013

Contact Agency:

Department of General Services, Bureau of Facilities Management,
Telephone 717.787.3893

This circular contains information for the safe display of live holiday trees and decorations and conservation of electricity in commonwealth-owned or leased buildings.

The following precautions must be taken to prevent fires during the holiday season:

1. All live trees, live wreaths and live garlands must be sprayed with a flame-retardant agent.
 - a. Agencies and offices in the Harrisburg area must have live trees, wreaths, and garlands sprayed and "**Safety Tagged**" by the Department of General Services (DGS), Bureau of Facilities Management, Landscaping and Grounds Section. Once sprayed, the safety tag must remain attached to the tree, wreath or garland for the entire time it is on commonwealth property. Drop-off service is available at the Forum Building's Underground Loading Dock (enter from Seventh Street to underground driveway - a directional sign will be posted) from **November 26, 2012 through December 7, 2012 from 7:00 a.m. to 2:00 p.m., Monday through Friday**. No appointment is necessary. Trees, wreaths and garlands may be picked up any time after they have been sprayed; however, please be aware that the spray can take several hours to dry. Call **717.787.4370** or **717.787.4831** if more information is needed about this service.

