

MANAGEMENT DIRECTIVE

625.5 Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Reporting Surplus Real Property

By Direction Of:



Gary E. Crowell, Secretary of General Services

Date:

May 6, 1996

This directive contains procedures for reporting the disposition of buildings, land, or other real estate owned by the Commonwealth that has been deemed surplus to the needs of an administering agency. This amendment adds mothball procedures for surplus real estate.

1. SCOPE. Applies to all departments, departmental administrative boards and commissions, independent boards and commissions, agencies, and other authorities who have surplus buildings, land, or other real estate, except those having independent legislative authority to control the disposition of surplus real property titled to them. Exceptions are:

- **a.** Land acquired by the Pennsylvania Fish and Boat Commission.
- **b.** Land designated as State Parks or State Forests.
- **c.** Land acquired by condemnation which is later determined to be surplus. Such land shall be disposed pursuant to *Section 2003(e) of The Administrative Code of 1929 and Act of June 22, 1964 (Sp. Sess. P.L. 84, No. 6)*, known as the "*Eminent Domain Code.*"
- **d.** General State Authority conveyances where a resolution authorizing such a conveyance was adopted by the board of directors of the authority on or before July 1, 1981.
- **e.** Also exempt are courts, political subdivisions, and municipal and local authorities.
- **f.** Land acquired by the Pennsylvania Game Commission and sold for State Forests, National Forests, or National Wildlife Refuges.

2. POLICY. *Article XXIV-A of The Administrative Code of 1929* requires that agencies shown in scope identify to the Department of General Services (DGS) any Commonwealth owned buildings, land, or other real estate that is surplus to their needs as the administering agency. Information pertaining to such property must be forwarded to DGS as shown in Procedures.

3. DEFINITIONS.

a. Surplus Real Property. Any building, land, or other real estate owned by the Commonwealth that has been deemed surplus to the needs of the agency which last had use of the property.

b. Administering agency. Any agency in Scope managing Commonwealth real property.

4. RESPONSIBILITIES.

a. Administering agencies are responsible for reviewing all Commonwealth owned real property under their jurisdiction to identify and report any that is deemed usable but surplus to their needs.

b. The Bureau of Real Estate, DGS, is responsible for receiving, evaluating, and disposing of surplus real property within the guidelines established in *Article XXIV-A of The Administrative Code of 1929.*

Distribution: B

5. PROCEDURES.

- **Procedure 1.** Surplus real property is to be reported to the Bureau of Real Estate, Room 500, North Office Building, Harrisburg, PA 17125 using Form GSRE-45, Surplus Real Property Report. Forms are available from the bureau only. Property reported by June 1 of any year will be included in the property disposition plan to be published in the *Pennsylvania Bulletin* by September 1 of each year.

Action By	Step	Action
Agency.	1.	Review real property to identify any which is or will be surplus to needs on a continuous basis.
	2.	Advise DGS of surplus real property by forwarding Form GSRE-45 (original and one copy). A separate form is required for each property.
	3.	Retain copy of GSRE-45 for pending file.
Division of Land Management, DGS.	4.	Review information on Form GSRE-45 for completeness.
	5.	Notify the administering agency by memorandum when each property is accepted for disposition.
•	6.	Notify the Bureau of Real Estate, Space Management Division, of any change of status of property.
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Agency.	7.	Retain responsibility for maintenance and security of property until disposed of.
	8.	Correct the Inventory of Commonwealth owned real property by notifying the Bureau of Real Estate, Space Management Division, of changes of status of any property.
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Division of Land Management, DGS.	9.	Publish Administrative Circulars through the Directives Management System to advise other state agencies of the availability of surplus real property for transfer.

Action By	Step	Action
Requesting Agency.	10.	An agency requesting transfer of surplus real property must provide the following information: <ul style="list-style-type: none"> a. Name of property, the number of the Administrative Circular, and date submitted. b. The intended use of the property. c. Benefits the agency or public will derive from the transfer of the property. d. How the property meets agency goals and objectives or programmed activities. e. Indicate whether or not the Governor's Office is aware of the agency's need for such property. f. Provide whatever additional information that will justify or substantiate the request for transfer.
Division of Land Management, DGS.	11.	Prepare a plan for transfer of property, as appropriate, and forward to the General Counsel and the Secretary of the Budget for approval or disapproval.
	12.	<ul style="list-style-type: none"> a. If approved, prepare necessary documents to effect transfer. b. If disapproved, notify agency of disapproval.
	13.	Develop an annual plan for the orderly disposition of all surplus real property which is not suitable for use by another agency.

Procedure 2. Mothball Procedures for Surplus Real Estate.

Ideally, surplus Commonwealth-owned real estate will receive the necessary legislative approval and be sold to a buyer who moves into the property on a turnkey basis. However, in situations where a building or complex of buildings will be closed and vacated, the following Mothball Policy shall apply.

The intent of this policy is to preserve a sale table asset and provide as a complete a record as possible to potential buyers regarding the condition of the surplus property.

In the instance where the surplus property is a single residence or small property, any deviation from the overall policy will be noted.

1. Security and Safety.

a. Security Services. With the submission of a property to DGS as surplus, the agency must also submit a security plan. The plan will evaluate the acreage and number of buildings to be secured and the most effective means of providing security to the property. This evaluation shall consider a security system connected to a security service, in the case of a single residence, dogs, motion sensors, security systems, or personnel. The size and shape of the property will dictate security needs. All security personnel will have communication access with local police and fire authorities.

b. Physical Security of Vacant Buildings. All windows on ground floors will be locked and barred or boarded. All doors with the exception of a main entrance (or entrances with large structures) will be boarded or welded shut. All access to underground utility tunnels or vaults will be locked or welded shut. No trespassing signs will be placed on all buildings and around the property perimeter (within reason) and replaced as required. A security fence must be erected around vacant surplus buildings. For buildings in urban or residential areas, the agency must contact the local authorities regarding zoning or safety ordinances which may prohibit fencing.

c. Fire Safety. Existing hydrants will be maintained and in operating condition. If all hydrants are not in operating condition, enough hydrants should be available to ensure fire protection to existing structures as determined by local fire authorities. These hydrants must be painted a distinct color and local fire companies informed of the presence of the working hydrants. If heat is available, all internal sprinklers and/or hoses shall be fully maintained. Any remote fire alarms or smoke detectors will be connected to the security headquarters on site. To ensure rapid access, a complete set of keys will be maintained at the security headquarters on site.

d. Local Coordination With Fire and Police Authorities. All local police and fire authorities will be contacted regarding the presence of security, the availability of keys, and the location of hydrants (if available) in the event of an emergency.

e. Preventive Maintenance. Grass around buildings must be cut for fire safety purposes. Shrubbery must be cut back or trimmed if it allows blind spots adjacent to surplus buildings. Existing outside lights will be operating and maintained.

2. Preventive Maintenance.

a. Heat. Surplus vacant buildings will have a minimum level of heat provided. Minimum level of heat shall be considered 55 degrees Fahrenheit.

b. Security Inspection. Vacant buildings will be inspected daily by security for broken windows or disturbed entranceways. Repairs to windows and entranceways are to be made immediately.

c. Structural Integrity Inspection. Vacant buildings will be inspected bimonthly for leaking roofs or other structural problems and repaired, unless the problem requires a major repair. A major repair should be forwarded to DGS for evaluation.

3. Snow/Ice Removal.

a. When property is declared surplus to DGS, roof load capacities of any buildings on the site must be provided to DGS before it will be accepted for disposition.

b. If the buildings were constructed by DGS or its predecessors, the General State Authority or Department of Property and Supplies, the roof load capacities will be recorded on the as-built drawings provided to the administering agency at the completion of construction.

c. If the administering agency no longer has the as-built drawings on file or the building/buildings were constructed by an entity not named above, a professional engineer should assess roof load capacity.

d. Commonwealth agencies with **no** engineering staff to determine roof load capacity should contact DGS at 787-7405 to have an engineer assess the roof. If the building/buildings were constructed by DGS or its predecessors, you should provide DGS with the project number that the building was constructed under, if possible.

e. Administering agencies are required to remove snow and ice from the roof when snow and ice loads could potentially reach load capacity until the building is sold or transferred to another entity.

f. A general formula to use to calculate snow and ice weight is as follows, however, it should be noted that this is a general formula and different weather conditions can severely affect snow weight. If in doubt, contact DGS at 787-7405.

Ice = 57 lbs/cubic foot

Fresh Snow = 5-1/2 lbs/cubic foot

Compacted or Wet Snow = 12-50 lbs./cubic foot

g. Any damage observed to the roof should be reported immediately to DGS at 787-7405.

h. DGS will conduct periodic inspections to ensure that snow removal was completed.

4. Blueprints and Site Plans.

a. **Site Plan.** A current site plan must be provided to DGS. The site plan should show at least the boundaries of the property. If possible, a map showing the site in relation to local landmarks should be provided. The location of any known underground storage tanks, transformers, gas or oil wells, dumps, mine portals, or air shafts should be included.

b. **Building Blueprints.** Blueprints for all buildings (with the exception of single family residences or small storage sheds) must be provided. All built renovations, additions, modifications, and changes must be marked on the blueprints. Single family residences and storage sheds should have a drawing at five feet to the inch if blueprints are not available. Plumbing fixtures, electrical outlets, etc., should be marked on the drawing.

c. **Infrastructure Blueprints.** Blueprints for existing water, sewer, utility, and road systems must be provided. All as-built renovations, changes, additions, and modifications should be indicated on the blueprints.

d. **Photographs.** Photographs of the exterior of the building(s) will be provided. All photographs will be black and white (8 1/2 x 11 inches).

5. Environmental Assessments.

a. A phase I Environmental Assessment Report will be provided to DGS. Lists and former locations of all pharmaceuticals, chemicals, cleaners, solvents, paints, lubricants, agricultural materials (pesticides, etc.) degreasers, gasoline, fuel, batteries, drums or waste, etc., that were removed from the site under the procedures for vacating a site will be provided to the contractor performing the Phase I Environmental Assessment.

6. Site Records.

a. Copies of any deeds for the property or complex regarding the acquisition of the site or the disposition of portions of the site should be provided to DGS.

b. Any Memorandums of Understanding for transfer of jurisdiction of a portion of the site should be provided to DGS.

c. A list of lessee's should be provided to DGS.

d. Copies of all license agreements and rights of way (if applicable) should be provided. Since agencies have the authority to enter into license agreements with the approval of the Governor, DGS is **not always aware** of all existing license agreements.

e. Copies of agreements with all utilities serving the building or complex should be provided. Agreements should list any limitations in the service such as EDUs in the case of sewage treatment. If the utilities are performed on site with Commonwealth-owned systems, the appropriate operating licenses, permits, and reports regarding system capacity must be provided to DGS.

f. Copies of any additional existing agreements affecting the site should be provided to DGS.

**This directive supersedes Management Directive 625.5
dated February 29, 1984.**