Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

15-13
Number

Subject: Holiday Trees and Decorations in Commonwealth-Owned or Leased Buildings	***Date:*** November 12, 2015
By Direction of: Curtis M. Topper, Secretary of General Services	***Expiration Date:*** November 12, 2016
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 30, 2015 through December 11, 2015 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.

b. Agencies and offices outside of the Harrisburg area must also have all live trees, wreaths and garlands sprayed with a flame-retardant agent. Most live tree suppliers can fire proof trees if requested. If not, flame-retardant agents may be purchased from garden centers or large box stores. Proof of spraying must be retained for your building's Fire Marshal, Building Administrator or local authorities.

2. All trees must be watered daily to prevent drying.

3. Open-flames, such as decorative candles, are prohibited.

4. Only UL-approved lights are permitted on trees and menorahs; however, the use of UL-approved LED lights is strongly encouraged. As non-LED, UL lights are replaced, they must be replaced with UL-approved LED lights. No lights of any kind are permitted on wreaths, garlands or otherwise, used as decoration.

a. In public areas, trees with lights are restricted to lobby, rotunda or prominent gathering places within buildings.

b. Only one tree with lights is permitted per office or bureau.

c. Lights must be on timers or turned off after normal working hours.

5. No holiday lights will be permitted in dormitory room sleeping quarters.

6. A fire extinguisher must be kept within 50 feet (travel distance) of all live trees, wreaths and garlands.

7. All trees must be removed by **January 8, 2016.**

8. Under no circumstances should decorations be hung from sprinkler heads or pipes, attached to ceilings, or block any doorway.

9. DGS, Fire, Safety and Environmental Section will conduct inspections of trees, menorahs, wreaths, garlands and decorations for DGS-managed facilities in the Harrisburg area. DGS Building Administrators will conduct the same inspections for DGS-managed facilities outside of the Harrisburg area. In all other agency-owned or leased facilities, the agency responsible for that building is required to conduct its own periodic inspections of all holiday decorations. **The inspector has the authority to require the removal of any tree or decoration in violation of this policy.**

10. These restrictions apply to all commonwealth-owned and leased buildings.

11. Agencies are to ensure that this information is made available to all personnel.