




Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

Administrative Circular 23-19 – Holiday Trees and Decorations in Commonwealth Owned or Leased Buildings

Date: November 14, 2023

By Direction of: 
Reginald B. McNeil II, Secretary of General Services

Contact Agency: Department of General Services
Bureau of Facilities Management
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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. Trees, wreaths, and garland must be dropped off for spraying and tagging at DGS Public Works Complex – 1800 Herr Street, Harrisburg, PA 17103 (Pole Building- lower lot - a directional sign will be posted in front of the shop). The flame-retardant agent can take several hours to dry. All items will be available for pick-up the next business day. Please call **Mike Nolen at 717-623-1658 or Trisha Stauffer at 717-836-9563** to arrange a time when you will drop off and pick up trees, wreaths, and garlands. Shop hours are between **7:00 a.m. and 1:30 p.m. Monday through Friday**. Please do not drop off items if shop staff are not present and if specific arrangements have not been made. Spraying is being offered from **November 27, 2023, through December 8, 2023**. Call **717-623-1658 or 717-836-8328** if more information is needed about this service.

