

MANAGEMENT DIRECTIVE

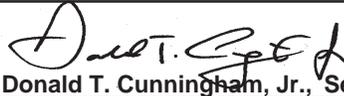
625.1
Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Repairs, Alterations, and Improvements to Commonwealth Buildings Under
the Direct Supervision of the Department of General Services

By Direction Of:



Donald T. Cunningham, Jr., Secretary of General Services

Date:

October 4, 2004

This directive contains procedures for agencies to comply with when submitting requests for repairs, alterations, and improvements to buildings under the supervision of the Department of General Services. This amendment contains procedural changes.

1. **PURPOSE.** To outline procedures for agencies to comply with when submitting requests for repairs, alterations, or improvements to Commonwealth buildings controlled and supervised by the Department of General Services.
2. **SCOPE.** This directive applies to Commonwealth agencies in buildings under the control and supervision of the Department of General Services or which are leased through the Department of General Services.
3. **POLICY.** *Section 2402(a) of The Administrative Code of 1929.*
4. **PROCEDURES.**
 - a. **Procedure No. 1. Construction or renovation work excluding partition modifications, which are defined as the addition, removal or change to any wall or door, in the following buildings:**

Agriculture Building & PA Veterinary Laboratory
Capitol Building & East Wing
Central Air Conditioning Complex
Finance Building
Forum Building
Governor's Mansion
Health & Welfare Building
Keystone State Office Building
Labor & Industry Building
Lieutenant Governor's Mansion
North Office Building
Northwest Office Building

Philadelphia State Office Building •
Pittsburgh State Office Building
Rachel Carson State Office Building
Reading State Office Building
Scranton State Office Building
Speaker K. Leroy Irvis Office Building
Speaker Mathew Ryan Office Building •
State Museum and Archives
State Records Center
22nd & Forster Street Building
66 KV Substation
18th & Herr Streets Complex

(1) The agency head or the designated agency representative should submit a drawing depicting or a narrative describing the required changes along with a program impact statement that outlines the reasons for the change including the expected benefits resulting from the change to the Building Manager. Agencies will be notified if the project scope is within the means of the Bureau of Maintenance Management.

(2) If the Bureau of Maintenance Management cannot complete the requested work, the requesting agency should submit Form GSBPSAS-1, Work Request, along with the supporting justification to the:

Bureau of Professional Selections and
Administrative Services
Department of General Services
18th & Herr Streets
Harrisburg, PA 17125

Copies of Form GSBPSAS-1 may be obtained from the Bureau of Professional Selections and Administrative Services, by memorandum, addressed to the Chief of Project Control Division. Specify the form number and number of copies needed.

b. Procedure No. 2. Partition modifications, which are defined as the addition, removal, or change to any wall, door, or full-height system/modular furniture, in the buildings listed in Procedure No. 1. The Bureau of Real Estate, Space Management Division, is available for consultation, planning, and drawing preparation prior to submission of work requests. If agencies require assistance, please contact the Space Management Division at 787-7419. **PLEASE NOTE:** Agencies should be aware that due to procedural changes associated with the *Uniform Construction Code*, work orders may take up to 120 days, or more, to be reviewed, designed, and receive Labor and Industry (L&I) approval.

(1) For partition modifications, the agency head or the designated agency representative should submit an electronic Work Order for Partition Modification which is available on the DGS website under the "Forms" section. The electronic request requires agencies to provide a program impact statement that outlines the reasons for the change including the expected benefits resulting from the modifications. Agency representatives will receive an E-mail confirmation that their Work Order has been forwarded to the DGS Building Manager. Representatives are required to forward a hard copy or electronic design file drawing depicting the requested changes to the Building Manager. The Building Manager will forward the electronic request and supporting documentation to the Bureau of Real Estate, Space Management Division. This action is required so that all requested changes are documented and approved by the Deputy Secretary for Property Management. Approvals will be subject to:

- (a) Compliance with the Department of Labor and Industry's Regulations under the *Uniform Construction Code* and/or ordinances of municipal authorities applicable in a particular area.

(b) Noninterference with heating, ventilating, and air conditioning equipment, power sources, lighting, plumbing (including rain leaders), and exterior sunlight from windows for buildings designed using an "open" office design for electric light efficiency, or other building systems, as determined by both the Bureau of Maintenance Management and the Bureau of Real Estate, Space Management Division.

(c) Compliance with Commonwealth space standards as outlined on Form STD-564, Request For Space Allocation. Private offices will be considered for bureau directors and above, and for other positions with a demonstrable need for privacy. Since partition changes are costly and often affect other building systems, changes will be limited to those that are absolutely necessary. In all cases, the suggested order of precedence for individual work spaces will be systems furniture, door height partitions, and of last resort, full height partitions.

(2) The Bureau of Real Estate, Space Management Division, will notify requesting agencies of approval or disapproval. If approved, all documentation and related information will be forwarded to the Bureau of Maintenance Management for construction scheduling. Agencies will be responsible for all costs related to the requested building changes including, but not limited to, the design, review, and construction of sprinkler system changes.

c. Procedure No. 3. Partition modifications, alterations, or renovations in assigned space in facilities leased by or through the Department of General Services, except Harristown Buildings at 333 Market Street and Strawberry Square, in accordance with Section 2402(d) of The Administrative Code of 1929.

(1) The Board of Commissioners of Public Grounds and Buildings has authorized procedures that will enable the efficient and timely completion of leasehold improvements costing less than \$10,000 in premises leased to Commonwealth agencies. Agencies will follow the procedures enumerated in *Management Directive 625.6, Lease Amendment Exceptions for Leasehold Construction Improvements Costing Less Than \$10,000*.

(2) All other partition modifications, alterations, or renovations in leased space will be the responsibility of the owner. Tenants are reminded that the leases are for fixed periods and subject to specific terms and conditions during that period. All negotiations concerning these changes will be conducted by the Bureau of Real Estate, Department of General Services. Therefore, no tenant is to request a "landlord" to change, alter, or renovate any portion of leased space except through the Bureau of Real Estate. Persons responsible for violation of the specific terms and conditions of a leasing instrument or of *Section 2402(d)* of the *Administrative Code* are cautioned that they may be held financially liable for the consequences of their actions.

(3) The requesting agency will prepare and submit a memorandum (in triplicate) to the

Director
Department of General Services
Bureau of Real Estate
Room 505, North Office Building
Harrisburg, PA 17125

asking him to conduct negotiations for partitions or other changes. Include the changes requested and the reason for the changes, together with any necessary layouts and other supporting information (in triplicate). This request should be submitted prior to consummation of a lease or lease renewal. Requests submitted during the term of a lease which would result in renegotiation of the terms of the lease are to be submitted only when extreme circumstances dictate. This is necessary because of the multiplicity of agencies which must grant approval for renegotiation of terms and the resultant costs and administrative difficulties.

(4) The agency will be informed of any decision and of the outcome of any negotiations with the owner. The Department of General Services and the requesting agency will inspect any work performed.

d. Procedure No. 4. Construction or renovation work including partition modifications in Harristown Buildings at 333 Market Street and Strawberry Square. The Bureau of Real Estate, Space Management Division, is available for consultation, planning, and drawing preparation prior to submission of work requests. If agencies require assistance, they may contact the Space Management Division at 787-7419. **PLEASE NOTE:** Agencies should be aware that due to procedural changes associated with the *Uniform Construction Code*, work orders may take up to 120 days, or more, to be reviewed, designed, and receive L&I approval. •

(1) For partition modifications, the agency head or the designated agency representative should submit a drawing depicting the required changes along with a program impact statement that outlines the reasons for the change including the expected benefits resulting from the change to the DGS Building Manager. The Building Manager will forward the request and supporting documentation to the Bureau of Real Estate, Space Management Division. This action is required so that all requested changes are documented and approved by the Deputy Secretary for Property Management. Approvals will be subject to:

- (a) Compliance with the Department of Labor and Industry's Regulations under the *Uniform Construction Code* and/or ordinances of municipal authorities applicable in a particular area.

(b) Noninterference with heating, ventilating, and air conditioning equipment, power sources, lighting, plumbing (including rain leaders), and exterior sunlight from windows for buildings designed using an "open" office design for electric light efficiency, or other building systems, as determined by both the Harristown Development Corporation and the Bureau of Real Estate, Space Management Division.

(c) Compliance with Commonwealth space standards, as outlined on Form STD-564, Request For Space Allocation. Private offices will be considered for Bureau Directors and above, and for other positions with a demonstrable need for privacy. Since partition changes are costly and often affect other building systems, changes will be limited to those that are absolutely necessary. In all cases, the suggested order of precedence for individual work spaces will be systems furniture, door height partitions, and of last resort, full height partitions.

(2) The Bureau of Real Estate, Space Management Division, will notify requesting agencies of approval or disapproval. If approved, the Department of General Services will obtain a "not to exceed" cost estimate from Harristown Development Corporation. Agencies will be responsible for all costs related to the requested building changes including, but not limited to, the design, review, and construction of sprinkler system changes.

(3) The Bureau of Real Estate, Space Management Division, will forward the cost estimate to the requesting agency.

(4) The requesting agency will encumber funds by completing a Harristown Work Authorization, Form GSSFM-27, and submitting the form to the Bureau of Real Estate, Space Management Division.

(5) Upon receipt of Form GSSFM-27, the Department of General Services will instruct Harristown Development Corporation to proceed with the work.

(6) After completion of the work, Harristown Development Corporation will bill the Department of General Services which, in turn, will submit a General Invoice to the requesting agency.

e. Procedure No. 5. Routine maintenance work and emergency repairs In the following buildings:

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|---------------------------------------------------|----------------------------------------|
| • Agriculture Building & PA Veterinary Laboratory | Northwest Office Building* |
| Capitol Building & East Wing | Rachel Carson State Office Building |
| Central Air Conditioning Complex | Speaker K. Leroy Irvis Office Building |
| • Finance Building | Speaker Mathew Ryan Office Building |
| Forum Building | State Museum and Archives |
| Governor's Mansion | State Records Center |
| Health & Welfare Building | Strawberry Square |
| Keystone State Office Building | 22nd & Forster Street Building |
| Labor & Industry Building | 333 Market Street |
| Lieutenant Governor's Mansion | 66 KV Substation |
| Network Control Building* | 18th & Herr Streets Complex |
| North Office Building | |

*These buildings do not have a Building Manager

(1) Routine maintenance.

(a) In buildings with a DGS Building Manager, the Building Manager will submit a work request using the Computerized Maintenance Management System for any routine maintenance needs. Agencies will notify the Building Manager of any desired work.

(b) In buildings without a DGS Building Manager (see list in Procedure No. 5), the agency will complete and forward a Work Request, Form STD-560, to the Bureau of Maintenance Management.

(2) Emergency service during normal workday (8:00 a.m. to 5:00 p.m.). All emergency calls are to be directed to the Building Manager or the Bureau of Facilities Management at 787-5341. These calls will be processed immediately. Requesters are to furnish the following information:

- Nature of emergency maintenance problem.
- Location of emergency, room number, floor, and name of building.
- Person's name placing call, telephone number, and agency.
- If the person to contact for additional information regarding an emergency is other than the person making the call, that person's name and telephone number should also be given to the Building Manager.

(3) Emergency service after normal work hours and on holidays and weekends. Employees requesting emergency service are to contact the:

Capitol Police
Room 70
Capitol East Wing
787-3199

OR

Environmental Control Center
Room B-07
North Office Building
787-3410

The Capitol Police or the Environmental Control Center will call the designated Duty Officer to take appropriate corrective action. Requesters are to supply the following information:

- Nature of emergency.
- Location of emergency, room number, floor, and name of building.
- Person's name placing call, telephone number, and agency.
- If the person to contact for additional information regarding an emergency is other than the person making the call, that person's name and telephone number should also be given to the Capitol Police.

(4) Other Services. If the tenant has questions regarding services rendered by the Bureau of Maintenance Management or the Bureau of Facilities Management, which are not listed, calls are to be referred to the appropriate Building Manager.

f. Procedure No. 6. Routine maintenance work and emergency repairs in Philadelphia, Pittsburgh, Reading, and Scranton State Office Buildings.

(1) Routine maintenance and repairs and emergency repairs will be obtained according to procedures established by the Building Administrator.

(2) The Building Administrator will prepare Work Requests, Form STD-560, and submit them to the Bureau of Maintenance Management, as needed.

This directive replaces, in its entirety, *Management Directive 625.1* dated June 20, 2003.