

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Inventory of Commonwealth Real Property	Number: 625.2 Amended
Date: September 16, 2008	By Direction of:  James P. Creedon, Secretary of General Services
Contact Agency: Department of General Services, Bureau of Real Estate, 717-787-7419	

Effective September 2008, this directive will require all state agencies to update the status of Commonwealth real property in the new DGS Asset Management Database – Land and Building Inventory and to notify the Department of General Services of all land dispositions and building demolitions. This amendment contains minor substantive changes. Changes are indicated by marginal dots.

1. **PURPOSE.** To establish procedures to maintain a complete building and land inventory of Commonwealth real property within a database known as the DGS Asset Management Database – Land and Building Inventory.
2. **SCOPE.** This directive applies to all departments, boards, commissions, authorities, and other state agencies and to all state-owned and state-leased real property other than highway rights-of way.
3. **OBJECTIVE.** To inform agencies of the new DGS Asset Management Database – Land and Building Inventory; to assign responsibilities for implementation and maintenance of the system; and to establish procedures for data entry in the system.
4. **DEFINITIONS.**
 - (a) **Agency RE Coordinator.** The employee designated by the agency head to complete updates to the DGS Asset Management Database – Land and Building Inventory.
 - (b) **BRE.** The Bureau of Real Estate within the Department of General Services.

5. **POLICY.** With the cooperation of every department, board, commission, authority or other state agency; the Department of General Services created a complete inventory of all State-owned or State-leased real property. See *Act 117 of 1972, 71 P.S. § 1661.11*. The maintenance of a complete, accurate and up-to-date inventory of real property is essential to proper management of the Commonwealth's resources. The inventory will be maintained in the DGS Asset Management Database – Land and Building Inventory and will be updated on a monthly basis.

6. **RESPONSIBILITIES.**

a. The Department of General Services BRE will:

- (1) Manage and maintain an inventory on all real property, except highway rights-of-ways, owned or leased by the state, and including all buildings, structures, and facilities erected thereon. It will include descriptions, size, cost or rental, dates of purchase or lease, present or contemplated use, easements, contents value, and other related details.
- (2) Train agency RE coordinators.
- (3) Send monthly reminders to agencies to comply with this directive.
- (4) Monitor all activity on the Land and Building Inventory System.
- (5) Make all changes relating to land disposition and building demolition in the system.

b. All departments, boards, commissions, authorities, and other state agencies will:

- (1) Appoint an agency RE coordinator and at least one backup who will receive training from DGS to navigate the new database system and make changes.
- (2) Complete monthly updates to the DGS Asset Management Database – Land and Building Inventory.
- (3) Report all changes relating to land disposition and building demolition to the:

Bureau of Real Estate
Space Management Division
Department of General Services
Room 500
North Office Building
Harrisburg, Pennsylvania 17125

7. PROCEDURES.

- a.** Agencies responsible for owned or leased buildings are to update the database monthly for the following information:
- (1)** Acquisition of land.
 - (2)** Newly constructed buildings.
 - (3)** Additions to existing buildings.
 - (4)** Changes in use of land and buildings.
 - (5)** Changes in replacement costs of buildings.
 - (6)** Changes in contents value of buildings.
 - (7)** Changes in description of the type of construction, sprinkler protection, sprinkler alarm, burglar alarm, exposure, and other information, as needed for insurance purposes, of buildings.

This directive replaces, in its entirety, *Management Directive 625.2*, dated May 22, 2006.