
MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania
GOVERNOR'S OFFICE

625.4 Amended
Number

Subject:

Enforcement of Fire and Panic Regulations

By Direction of:

David L. Jannetta

David L. Jannetta, Secretary of General Services

Date:

March 27, 1991

This directive contains procedures and defines responsibilities for the administration and enforcement of the fire and panic regulations promulgated by the Department of Labor and industry and related regulations and ordinances promulgated by municipal authorities of the Commonwealth of Pennsylvania. This amendment updates responsibilities to include Building Managers.

1. **SCOPE.** This directive applies to all departments, boards, commissions, and councils occupying space in Commonwealth-owned buildings and in leased buildings when Commonwealth tenants are sole occupants and such buildings fall within the purview of the fire and panic regulations of the Department of Labor and Industry or related regulations or ordinances applicable to the location of the building.

2. **POLICY.** Mandated responsibilities of the Department of General Services include the control and supervision of the state Capitol Building and public grounds and buildings connected with the state Capitol, including the State Arsenal, any building or buildings that may have been devised or may hereafter be devised to the Commonwealth within the city of Harrisburg; and the Aitona, Philadelphia, Pittsburgh, Reading, and Scranton state office buildings.

- These responsibilities are extended, subject to terms and conditions of specific leasing instruments, to buildings leased solely for the conduct of Commonwealth business.

3. RESPONSIBILITIES.

a. **The Department of Labor and Industry** is directed by Sections 2202(a) and (h) of The Administrative Code of 1929 "to inspect, during reasonable hours, and as often as practicable, every room, building, or place within this Commonwealth where and when any labor is being performed, which is affected by the provisions of any law of this Commonwealth, and all buildings in which public assemblies are held, and for this purpose to enter any such room, building or place;" and "to issue orders for removing or safe-guarding against hazards that may cause accidents to employes, as may now or hereafter be provided by law."

b. **The Department of General Services** is considered the owner of all buildings under its control and supervision and shall be responsible for correcting or directing the correction of any violation of fire and panic regulations reported by the Department of Labor and Industry or proper municipal or building authority

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- **c. Building Managers** of Commonwealth-owned or leased buildings are responsible for the inspection of said buildings and for the prompt reporting of any and all perceived fire and safety hazards in their areas of control, regardless of the size or extent of the hazards or the perceived seriousness of the matters.

d. Tenants and occupants of Commonwealth-owned or leased buildings are hereby directed to ensure that their assigned space is maintained in accordance with the fire and panic regulations applicable to the location of the building in which they are housed. Tenants and occupants in buildings will effect immediate remedial action when violations of regulations are reported by the Department of Labor and Industry or appropriate municipal authority.

4. PROCEDURES.

a. Whenever any furnishings, office supplies, printed matter or other personal property owned by the Commonwealth is placed on stairs, in halls or corridors leading either directly or indirectly to exits of buildings defined in this directive and in violation of applicable fire and panic regulations, such furnishings, supplies, printed matter or personal property shall be considered abandoned and may without investigation or notification to the responsible tenant be removed from the premises by the Department of General Services.

b. Any furnishings, office supplies, printed matter or other personal property owned by the Commonwealth removed from buildings by the Department of General Services shall be placed in a temporary holding or storage area for a period not to exceed ten workdays. The Department of General Services will not be responsible or liable for any damages or shortages resulting from this action. Agencies may reclaim such property during the holding period by providing proper evidence of ownership and acceptance of responsibility for payment of such handling and storage fees as may apply. When property is not reclaimed within the specified holding period, the original "owning" agency or tenant shall relinquish all claim to such property and it shall be reported by the Department of General Services as surplus and disposed of in accordance with procedures contained in Subpart A, Surplus State Property, Part III, Title 4 of the Pennsylvania Code.

c. No alterations of any kind are permitted to be made to existing fire protection and security systems or equipment in buildings under the control and supervision of the Department of General Services without the written consent of the Director, Bureau of Police and Safety, Department of General Services. This includes installation of new systems, removal of old systems, modifications to existing systems, shutdown or repowering of existing systems for repair purposes, and removal of or additions to existing equipment.

Requests for consent to conduct alterations should be made by calling 787-3199 with the necessary information. A follow-up memorandum listing name, agency, telephone number, building, and type of alteration being done should be sent to the:

Department of General Services
 Bureau of Police and Safety
 70 East Wing Addition
 Harrisburg, PA 17125

This amended version replaces, in its entirety, Management Directive 625.4, amended April 26, 1969.