


# Administrative Circular

## Commonwealth of Pennsylvania Governor's Office

08-18  
Number

<b>Subject:</b>  Winterization of State Vehicles and Commonwealth Garage Parking and Hours of Operation	<b>Date:</b>  December 12, 2008
<b>By Direction of:</b>  James P. Creedon, Secretary of General Services	<b>Expiration Date:</b>  December 12, 2009
<b>Contact Agency:</b>  Bureau of Vehicle Management, Department of General Services, 717-787-3162	

**This circular establishes the hours of operation for the Commonwealth Garage, specifies requirements for employees parking privately owned vehicles while using temporary fleet vehicles, and sets requirements for the winterization of state vehicles.**

The hours of operation for the Commonwealth Garage at 2221 Forster Street, Harrisburg are:

### **Monday through Friday**

- 6:30 a.m. to 6:00 p.m. - For request and dispatch of temporary fleet vehicles.
- 8:00 a.m. to 4:30 p.m. - For maintenance and repair of all assigned vehicles.

All temporary fleet vehicles must be returned to the Commonwealth Garage at the completion of their assignments. Vehicles may be returned on a 24/7 basis through the access gate.

Parking within the Commonwealth Garage is restricted to Commonwealth-owned vehicles in the temporary fleet, permanently assigned vehicles scheduled for maintenance, and vehicles awaiting acceptance inspection, registration, or assignment, unless otherwise authorized, in writing, by the Secretary of General Services. The Capitol Police have been directed to issue citations for violations of this policy.

One parking space, per temporary fleet vehicle rental, is available in the area outside the Commonwealth Garage posted, "Fleet Customer Parking Only". Individuals should check with the vehicle dispatcher at the garage for parking locations.

Individuals using these parking areas are cautioned that neither the Department of General Services nor the Commonwealth of Pennsylvania will be responsible for any losses or damages to privately owned vehicles parked in these areas or any other part of the Commonwealth-owned property at 2221 Forster Street.

Messengers and visitors to all offices tenanted at 2221 Forster Street are to use the lower level entrance on the Forster Street side.

Operators of Commonwealth fleet vehicles are advised to winterize their assigned vehicles in preparation for the cold weather by having radiators tested for antifreeze levels and strengths. Antifreeze tested to -20 degrees Fahrenheit is recommended for proper operation. However, some of the vehicles are supplied with a five-year antifreeze. If antifreeze needs to be added, operators should advise the approved automotive facility they are utilizing to check either the sticker under the hood or the owner's manual for the proper type of antifreeze to add to comply with the manufacturers' specifications. If the operator or the approved automotive facility has any questions, please call the maintenance garage at 717-787-3933. Customer Service Representatives (CSR) are to instruct and educate assigned vehicle operators on winterizing their vehicles.

Agencies are to ensure that vehicles returned to the Bureau of Vehicle Management, Department of General Services, for sale purposes are winterized. For Non-SAP agencies, radiator and gas line antifreeze is available through supply channels by using Form STD-174, Supplies and Forms Encumbrance which can be obtained from the:

Warehouse & Distribution Division  
Bureau of Supplies and Surplus Operations  
Department of General Services  
Room G-45, 2221 Forster Street  
Harrisburg, Pennsylvania

SAP agencies can order radiator and gas line antifreeze through SRM Shopping Cart. Once again, please check the vehicle owner's manual for manufacturers' specifications.