


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania
Governor's Office

Subject: Use of Complete Physical Street Addresses For Department of General Services Owned or Administered Buildings	Number: 205.39 Amended
Date: April 13, 2010	By Direction of:  James P. Creedon, Secretary of General Services
Contact Agency: Department of General Services, Bureau of Facilities Management, Telephone 717-346-8109	

This directive establishes policy, responsibilities, and procedures for commonwealth employees to provide a physical address to emergency responders, visitors, invitees, contractors, and delivery services and encourages the use of complete street addresses when addressing mail to commonwealth offices. Changes are indicated by marginal dots.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for commonwealth employees to provide a physical address to emergency responders, visitors, invitees, contractors, and delivery services and encourages the use of complete street addresses when addressing mail to commonwealth offices.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVE.**
 - a.** To ensure that emergency responders, visitors, invitees, contractors, and delivery services are able to locate the physical address of commonwealth office buildings more easily.
 - b.** To encourage commonwealth employees to utilize complete street addresses, as listed in Enclosure 1, Capitol Complex and Outlying Buildings, when addressing mail to commonwealth offices.

4. DEFINITIONS.

- a. **Complete Street Address.** Includes both the secondary address (if applicable) and the plus 4 component of the address.
- b. **Plus 4.** The hyphen and four digits (assigned by the United States Postal Service) that appear after the zip code; for example:

17120 – 0500

The plus 4 component of the address identifies the location where a particular agency's mail is delivered (cluster box or Senate mail sorting room).

- c. **Secondary Address.** The information following the street number and name that appears on the second line of an address; for example:

North Office Building
401 North Street, Room 414

5. POLICY.

- a. Commonwealth employees must use complete street addresses, as listed in Enclosure 1, Capitol Complex and Outlying Buildings, when providing physical addresses of commonwealth buildings to emergency responders, visitors, invitees, contractors, and delivery services.
- b. Commonwealth employees located at the Department of General Services (DGS) Annex Complex must use complete street addresses, as listed in Enclosure 1, Capitol Complex and Outlying Buildings, when addressing mail to commonwealth offices. Other agencies are encouraged to, but not required to, use complete street addresses, as listed in Enclosure 1, Capitol Complex and Outlying Buildings, when addressing mail to commonwealth offices.

6. RESPONSIBILITIES.

- a. **Agencies.** Agencies are responsible for providing their employees with complete street addresses of their work locations, as listed in Enclosure 1, Capitol Complex and Outlying Buildings, so employees can provide physical addresses when:
 - (1) Making a 1-911 Emergency call for help from a commonwealth landline telephone;
 - (2) Making a 911 Emergency call for help from a cell phone, blackberry, or a regional commonwealth landline telephone; and
 - (3) Providing visitors, invitees, contractors, and delivery services with directions to commonwealth buildings.

- **7. REFERENCE.** Addresses listed in Enclosure 1, Capitol Complex and Outlying Buildings, are not intended to replace current mailing addresses unless an agency adopts the address as a mailing address and provides notice of a change of address by the issuance of an Administrative Circular. The Plus 4 component of the zip may be different for specific floors/suites within a building.

Enclosure 1 - Capitol Complex and Outlying Buildings.

This directive replaces, in its entirety, *Management Directive 205.39*, dated March 10, 2009.

Capitol Complex and Outlying Buildings

Agriculture Bldg.	2301 North Cameron St.	Harrisburg, PA 17110-9405
Bobali Warehouse	1650 Bobali Drive	Harrisburg, PA 17104-3209
Capitol Building	501 North 3 rd Street	Harrisburg, PA 17120-0302
Central Plant	501 Commonwealth Ave.	Harrisburg, PA 17120-0502
Common. Keystone Bldg.	400 North Street	Harrisburg, PA 17120-0211
Commonwealth Pk. Garage	601 Boas St.	Harrisburg, PA 17120-0751
DGS Public Works Complex	1800 Herr St.	Harrisburg, PA 17103-1540
DGS Public Works–Arsenal	1800 Herr St.	Harrisburg, PA 17103-1540
East Wing	500 Commonwealth Ave.	Harrisburg, PA 17120-0501
Finance Building	613 North Street	Harrisburg, PA 17120-0400
Forster Street Office Bldg.	2221 Forster St.	Harrisburg, PA 17103-1729
Forum/Education Building	607 South Drive	Harrisburg, PA 17120-0600
Forum Place	555 Walnut Street	Harrisburg, PA 17101-1925
Governor’s Residence	2035 N. Front St.	Harrisburg, PA 17102-2106
Harristown II	333 Market Street	Harrisburg, PA 17101-2210
Harristown I-Revenue Tower	393 Walnut Street	Harrisburg, PA 17128-0393
Harristown I-Verizon Tower	303 Walnut Street	Harrisburg, PA 17101-1803
Health and Welfare Building	625 Forster St.	Harrisburg, PA 17120-0701
Judicial Center	601 Commonwealth Ave.	Harrisburg, PA 17120-0901
K. Leroy Irvis Office Bldg.	450 Commonwealth Ave.	Harrisburg, PA 17120-0303
Labor and Industry	651 Boas Street	Harrisburg, PA 17121-0750
Lt. Governor’s Residence	2 Governor’s Way	Annville, PA 17003-5300
North Office Bldg.	401 North Street	Harrisburg, PA 17120-0500
Northwest Office Building	910 Capitol Street	Harrisburg, PA 17120-0801
Publications Bldgs.	908 Market St.	Harrisburg, PA 17101-2810
Rachel Carson SOB	400 Market St.	Harrisburg, PA 17101-2301
Ryan Office Building	451 North 3 rd St.	Harrisburg, PA 17120-0301
State Archives	671 North 3 rd Street	Harrisburg, PA 17120-0300
State Museum	621 North 3 rd Street.	Harrisburg, PA 17120-0300
State Record Center	1825 Stanley Drive	Harrisburg, PA 17103-1256
State Street Bridge	State Street	Harrisburg, PA 17101
Substation	509 N. 7 th Street	Harrisburg, PA 17120-0110
Vet Lab	2305 North Cameron St.	Harrisburg, PA 17110-9405

Regional Locations

● Philadelphia Annex - Arch Street	801 Arch Street	Philadelphia, PA 19107-5157
● Philadelphia Annex - Market Street	801 Market Street	Philadelphia, PA 19107-3126
● Pittsburgh Annex – Chamber of Commerce	411 Seventh Avenue	Pittsburgh, PA 15219-1919
● Pittsburgh Annex – Piatt Place	301 Fifth Avenue	Pittsburgh, PA 15222-2420
● Pittsburgh Annex - Stanwix Building	11 Stanwix Street	Pittsburgh, PA 15222-1312
Reading State Office Bldg.	625 Cherry Street	Reading, PA 19602-1152
Scranton State Office Bldg.	100 Lackawanna Ave.	Scranton, PA 18503-1923

DGS Annex Complex

Administration Building	20 Azalea Drive	Harrisburg, PA 17110-3593
Anderson Hall	124 East Azalea Drive	Harrisburg, PA 17110-3587
Anderson Residence	708 West Circle Drive	Harrisburg, PA 17110-3585
Beechmont Building	21 Beech Drive	Harrisburg, PA 17110-3591
Blacksmith Shop	62 Dogwood Avenue	Harrisburg, PA 17110-2928
Cedarcrest	1012 Spruce Drive	Harrisburg, PA 17110-3590
Central Kitchen/Curwin	1008 Cedar Road	Harrisburg, PA 17110-2924
Chapel	1110 South Hemlock Drive	Harrisburg, PA 17110-2931
Cherrywood	49 Beech Drive	Harrisburg, PA 17110-3591
Clothes Tree	25 Beech Drive	Harrisburg, PA 17110-3591
Commonwealth Tech. Ctr.	1 Technology Park	Harrisburg, PA 17110-2913
Computer Bldg/Gov's Office	5 Technology Park	Harrisburg, PA 17110-2913
Dairy Barn	43 Dogwood Avenue	Harrisburg, PA 17110-2930
Dix Museum	17 Beech Drive	Harrisburg, PA 17110-3591
Dixmont Cottage	132 East Azalea Drive	Harrisburg, PA 17110-3587
Eaton Building	29 North Circle Drive	Harrisburg, PA 17110-3597
Eaton Cottage	712 West Circle Drive	Harrisburg, PA 17110-3585
Gate House	704 West Circle Drive	Harrisburg, PA 17110-3585

DGS Annex Complex (Continued)

Gate House Garage	700 West Circle Drive	Harrisburg, PA 17110-3585
Green Building	128 East Azalea Drive	Harrisburg, PA 17110-3587
Hemlock Hall	1002 Hemlock Drive	Harrisburg, PA 17110-3588
Hillcrest	5 Magnolia Drive	Harrisburg, PA 17110-2544
Hillcrest (third floor)	5 Magnolia Drive	Harrisburg, PA 17110-2541
Hilltop	3 Ginkgo Drive	Harrisburg, PA 17110-2539
House Print Shop – Rep.	Technology Park	Harrisburg, PA 17110-2919
Implement Shed	668 Sycamore Drive	Harrisburg, PA 17110-2934
Lanco Lodge	1003 Cedar Road	Harrisburg, PA 17110-2925
Laundry	40 Beech Drive	Harrisburg, PA 17110-3592
Legis. Pub. Office – Dem.	6 Technology Park	Harrisburg, PA 17110-2919
Logan, Vista Dome	120 East Azalea Drive	Harrisburg, PA 17110-3594
Lumber Shed	336 Sycamore Drive	Harrisburg, PA 17110–2537
Main Garage	11 Dogwood Avenue	Harrisburg, PA 17110-2930
Maintenance Storage Garage	24 Beech Drive	Harrisburg, PA 17110-3592
Maintenance/WAC	4 Cherry Road	Harrisburg, PA 17110-2927
Morgue	625 South Circle Drive	Harrisburg, PA 17110-3596
Old Paint Storage	316 Sycamore Drive	Harrisburg, PA 17110-2537
Paint/Ground Shop	52 Beech Drive	Harrisburg, PA 17110-3592
Paint/Sandblast Shop	1005 Spruce Drive	Harrisburg, PA 17110-3589
Patton House	38 Dogwood Avenue	Harrisburg, PA 17110-2928
Penn DOT Testing Lab	82 Dogwood Avenue (Delivery)	Harrisburg, PA 17110-2928
Penn DOT Testing Lab	81 Lab Lane (Visitor Entrance)	Harrisburg, PA 17110-2543
Petry Building	116 East Azalea Drive	Harrisburg, PA 17110-3594
Picnic Pavilion	42 Dogwood Avenue	Harrisburg, PA 17110-2928
Pifer Building/Hillstore	1010 Cedar Road	Harrisburg, PA 17110-2924
Power Plant	321 Sycamore Drive	Harrisburg, PA 17110-3586
Pump House	54 Dogwood Avenue	Harrisburg, PA 17110-2928
Senate Mail Sorting Facility	2 Technology Park	Harrisburg, PA 17110-2919
Sewer House	304 Sycamore Drive	Harrisburg, PA 17110-2537
Shamrock Hall	112 East Azalea Drive	Harrisburg, PA 17110-3594
Shed – Salt	65 Dogwood Avenue	Harrisburg, PA 17110-2930

DGS Annex Complex (Continued)

Slothower Center	1109 South Hemlock Drive	Harrisburg, PA 17110-2926
Stafford Cottage	57 North Circle Drive	Harrisburg, PA 17110-3597
Water Tank (elevated)	601 Sycamore Drive	Harrisburg, PA 17110-2920
Willow Oak	1006 Hemlock Drive	Harrisburg, PA 17110-3595