

Office of State Buildings
State of Louisiana
 Division of Administration

JEFF LANDRY
 GOVERNOR



TAYLOR F. BARRAS
 COMMISSIONER OF ADMINISTRATION

HVAC Request Submittal Form

OSB Work Control Telephone Number: 225.219.4800

Email the completed and signed form to DOA-WorkControlGroup@la.gov

Agency Information

Agency:		Department:	
Section:		Building:	
Floor No.:		Suite/Room No.:	
Total Number of Staff Working During Time of Request:			
Total Number of Attendees During Time of Request:			

Requested Date and Time

Date:	
Start Time:	
End Time:	

Justification Requirement

Signature Requirement

Agency Head Signature:		Date:	
Printed Name:			

For Internal Use Only – Please do not mark in this area

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Approver Signature:	Date: