

**Office of State Buildings**  
**State of Louisiana**  
 Division of Administration

**JEFF LANDRY**  
 GOVERNOR



**TAYLOR F. BARRAS**  
 COMMISSIONER OF ADMINISTRATION

**Building Coordinator Form**

OSB Work Control Telephone Number: 225.219.4800

Email the completed and signed form to [DOA-WorkControlGroup@la.gov](mailto:DOA-WorkControlGroup@la.gov)

**Agency Information**

<b>Agency:</b>		<b>Department:</b>	
<b>Section:</b>		<b>Building:</b>	
<b>Section Head:</b>			

**Primary Building Coordinator**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Email Address:</b>		<b>Telephone:</b>	
<b>Personnel No.:</b>		<b>Position No.:</b>	
<b>Floor No.:</b>		<b>Suite(s):</b>	

**Secondary Building Coordinator**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Email Address:</b>		<b>Telephone:</b>	
<b>Personnel No.:</b>		<b>Position No.:</b>	
<b>Floor No.:</b>		<b>Suite(s):</b>	

**Back-up Building Coordinator**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Email Address:</b>		<b>Telephone:</b>	
<b>Personnel No.:</b>		<b>Position No.:</b>	
<b>Floor No.:</b>		<b>Suite(s):</b>	

**Signature Requirement**

<b>Section Head Signature:</b>		<b>Date:</b>	
--------------------------------	--	--------------	--