

Facility Planning and Control
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

October 1, 2025

TO: ARCHITECTS
 ENGINEERS
 LANDSCAPE ARCHITECTS

FROM: MATTHEW H. BAKER
 DIRECTOR

RE: INSTRUCTIONS TO DESIGNERS

This document is part of your Contract. You are advised to carefully review its contents.

The following general instructions and documents are for your direction and use in designing and preparing Construction Documents for Facility Planning and Control projects. We have combined the most current department instructions and sample documents, which set forth in this one set of instructions, the requirements of State Law, policies of this Office, and the User Agencies.

This package includes the specific requirements of this Department and is not intended to be a comprehensive description of all information and procedures required to execute this project. It is the responsibility of the Designer to provide Contract Documents that meet the requirements of the program and adequately define the project and to provide Construction Contract Administration Services to ensure that they are implemented. If the Designer has any professional disagreement with the instructions or documents, he should contact this Office. No changes or deletions shall be made without the written approval of Facility Planning and Control.

All correspondence should be addressed to the Project Manager assigned to your project and shall include in the reference, the project title, project number, WBS number, and, when applicable, the State site and building identification number(s).

Note: These documents are designed for use on projects that are funded and managed by Facility Planning and Control and any other use is **not** intended, supported, or authorized.