

Office of State Buildings
State of Louisiana
Division of Administration

REVISED 02/2021

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
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

Agency Information

Agency:		Department:	
Section:		Building:	
Section Head:			

Primary Building Coordinator

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

Secondary Building Coordinator

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

Back-up Building Coordinator

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

Signature Requirement

Section Head Signature:		Date:	
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