

Office of State Buildings  
State of Louisiana  
Division of Administration

REVISED 04/2021

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
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](mailto:DOA-WorkControlGroup@la.gov)

#### Agency Information

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

#### Requested Date and Time

<b>Date:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	

#### Justification Requirement

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#### Signature Requirement

<b>Agency Head Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>			

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

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