



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

Work Order Requestor / Building Coordinator Form  
OSB Work Control Telephone Number: (225) 219-4820  
E-mail the completed and signed form to [DOA-WORKCONTROLGROUP@LA.GOV](mailto:DOA-WORKCONTROLGROUP@LA.GOV)

**Primary Building Coordinator Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Floor Numbers: \_\_\_\_\_

Building Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Secondary Building Coordinator Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Floor Numbers: \_\_\_\_\_

Building Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Back-up Building Coordinator Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Floor Numbers: \_\_\_\_\_

Building Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I affirm that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
**Authorized Agency Rep. Signature**

\_\_\_\_\_  
**Date**

**Note: Please do not type. Signature is required.**

The above listed employees are the only employees of the listed Agency permitted to request work orders through the Office of State Buildings. These employees will be issued an IService Desk sign-on from OSB in which to request work orders via the IService Desk website. Please request ALL work orders via the website. Emergencies are the only work order requests that will be accepted via telephone.