Office of State Buildings
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

(Revised 04/11/2011)

HVAC REQUEST SUBMITTAL FORM

The Division of Administration (DOA) recognizes the periodic need for agency staff members to work beyond regular business hours. In order to facilitate this need, a submittal form to assist the requesting agency has been initiated. Please note that approval of requests is made on a case by case basis and complete the below Requestor Information, Dates and Times Requested and Signature Requirement.

Requestor Information			
Building Name:	Welcome Center		
Agency Name:			
Floor Number:		**Suite/Room Number:**	
Total Number of Staff Working During Time of Request:			
Total Number of Attendees for This Request:			

Date and Times Requested						
Date	**Starting Time**			**Ending Time**		
	10:30 pm	**AM**		10:30 pm	**AM**	
		PM			**PM**	

Signature Requirement			
Authorized Signature*:		**Date:**	
Printed Name:		**Title:**	

Authorized Signature* – Authorized Signatures are to be the Agency Head or other "Pre-Approved" Agency Representatives. A maximum of three (3) agency representatives will be allowed. Unauthorized staff shall not be permitted to submit requests for approvals.

For Internal Use Only – Please do not mark in this area							
Office of State Buildings							
WJW		**Date**		☐	**Approval**	☐	**Disapproval**

IMPORTANT!

For consideration, all HVAC request submittal forms are to be submitted electronically to the following email address: _doa-workcontrolgroup@la.gov *(Note: the requestor, in addition to this HVAC request submittal, shall provide the appropriate justification to warrant the after-hours request.)*

Requests for consideration and to be submitted according to the following:

A. Requests are to be made for singular events, i.e. no requests for multiple dates/times.
B. For "after-hours" requests on weekdays and weekends, requests are to be submitted to Work Control before 10:30 a.m. on the day of the request (Friday for weekend requests).
C. For "after-hours" requests for holidays, requests are to be received by Work Control by 10:30 a.m. on the day prior to the holiday(s).

Helpful Information

For approved HVAC requests, the temperature range in the occupied areas will be maintained between the temperatures of 68˚-75˚. Also note that for facilities within Capitol Park, there are parameters which will insure tolerable building temperatures. When the temperature falls below 60 degrees or exceeds 81 degrees, the HVAC system will engage to bring the temperatures back within this range.

P. O. BOX 44001 ⚜ BATON ROUGE, LOUISIANA 70804-4001 ⚜ (225) 219-4800 ⚜ 1-800-354-9548 ⚜ FAX (225) 219-4810
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