

Louisiana State University

Office of Facility Services

**Operating Instruction 1002**

Effective Date: December 1, 2010

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**SUBJECT: FORMS CONTROL POLICY**

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**I. General**

- A. It is the objective of the Office of Facility Services to have a single point of control for all Facility Services forms.
- B. The Executive Director's office, through the Communications Manager, has the responsibility and authority to approve, issue and monitor all Facility Services forms.

**II. Initiation of New Forms and Revision of Existing Forms**

- A. Any staff member who needs to issue a new form or revise an existing form used internally or externally by the organization shall contact the Communications Manager. The Communication Manager will consult with the Executive Director, Associate Executive Director and Directors on new forms and revisions to existing forms.
- B. Individual departments within Facility Services may design new forms and revise existing forms, but the forms must be reviewed for compliance and approved by the Executive Director's office prior to use of the form.

**III. Numbering Forms**

- A. Each Facility Services form will be identified by a three digit number. The first number will correspond to a functional classification, and the last two digits will correspond to the specific form within that class.

- B. The Communications Manager will have full responsibility for the assignment/control of all form numbers.

**Functional Classification**

1. Maintenance
2. Building Services
3. Landscape Services
4. Human Resource Management
5. Accounting
6. Planning, Design and Construction
7. Administrative
8. Utilities