

# Louisiana Engineering Foundation

## Building Policy

June 1, 2021

The Louisiana Engineering Foundation (LEF) is responsible for maintaining the entire Louisiana Engineering & Surveying Center building and site in good condition. LEF shall make all repairs to the leased premises as may become necessary because of breakage or other damages not attributable to the negligence of the Lessee, its agents, or its employees.

### Guidelines

1. All repair requests need to be submitted in writing to Brenda ([brenda@les-state.org](mailto:brenda@les-state.org)), Office Manager ([officem@les-state.org](mailto:officem@les-state.org)), **AND** Bookkeeper ([bookkeeper@les-state.org](mailto:bookkeeper@les-state.org)).
2. LEF will respond to all non-emergency repair requests within **three (3) business days** of receiving written request.
3. Emergency repairs will be taken care of immediately. An emergency consists of:
  - a. Structural Damage to the Building
  - b. Flooding
  - c. Fungi, Wet Rot or Dry Rot
  - d. Asbestos
  - e. Certified Acts of Terrorism