**Port of Seattle** Seattle Tacoma International Airport

Credential Center

idbadgescheduling@portseattle.org

KEY WORK REQUEST FORM

Incomplete applications will **not** be processed 

**PLEASE PRINT IN INK**

Port of Seattle ID required to pick up keys

**TO BE COMPLETED BY APPLICANT**

Legal Last Name

First Name

MI Job Title

Work Phone

Company Name

Email Address

POS Employee/Badge Number (From POS Issued Photo ID) Badge Exp. Date

Transfer Key *Transfer From:* Last Name

First Name

MI POS Employee/Badge Number

Y N

**KEYS REQUESTED**

**KEYS THAT REQUIRE ADDITIONAL APPROVAL**

Key Type/Number Qty.

Exact Location

Door Number (Include all letters)

Printed Name

Phone #

Co-Signature

**INTELLIKEY REQUESTED**

**INTELLIKEY APPROVAL**

New Intellikey: Y N Adding Access: Y N

Door Number(s): Exact Location:

All keys must be returned upon termination of contract and/or employment or **\*Please note: See reverse for list of keys requiring additional approval and the**

when job function no longer requires use of Port of Seattle keys. **corresponding authorized signers.**

Requestor Signature: Date:

|  |
| --- |
| **TO BE COMPLETED BY AUTHORIZED SIGNER** |
| **JUSTIFICATION FOR KEY(S) REQUESTED.** PLEASE BE SPECIFIC: |
| PROJECT NAME: |
| Authorized By (Please Print) | Authorized Signature Approval (Signature must be on file with Credential Center) | Phone Number | Date |
| POS Co-signature (if applicable, i.e., Contractor, Consultant) | Printed Name of Co-Signer | Phone Number | Date |
| **PORT OF SEATTLE USE ONLY** |
| Key Process Authorized By: | Denied By: | Date of Authorization: |
| **Key Type** | **Key #** | **Key Type** | **Key #** | Printed Name of Individual Picking Up Keys | Signature | Date |
|  |  |  |  |
| Key Released ByCredential Center Employee: | **DATE RECEIVED:** | **DATE NOTIFED:** |
|  |  |  |  |
|  |  |  |  | **AVIATION MAINTENANCE USE ONLY** |
|  |  |  |  | Received By: | Date | Cost Center/Account Number | POS Expense/Tenant Expense |
|  |  |  |  |
| Craft Number | Total Keys | Estimated Hours | Material Costs | Total Costs | Date Completed | Insert Intellikey in Lock By: |
|  |  |  |  |



**Keys that require additional approval and corresponding signer**

|  |  |  |
| --- | --- | --- |
| **Key Type** | **List of Approved Signers** | **Contact Department** |
| 3-19: OE Padlock – Not used much | Stuart Mathews, Erik Knowles, Ryan Pazaruski, Dan Hytry | Aviation Maintenance |
| 3-11, 4-11: ET | Electrical Rooms and Cabinets | Gary Richer, Darin Benofsky | Aviation Maintenance |
| 4-1: Vacant Space Lockout Key | James Jennings, Jess Qunell | Aviation Business Development |
| 4-25: OE Padlock | Stuart Mathews, Erik Knowles, Ryan Pazaruski, Dan Hytry | Aviation Maintenance |
| 4-27: OE Mechanical Rooms | Stuart Mathews, Erik Knowles, Ryan Pazaruski, Dan Hytry | Aviation Maintenance |
| 4-59: Comm Room/Cabinets | Clarence Jaquez, Gary Richer | Information Technology and Aviation Maintenance |
| 4-90: OE Padlock | Stuart Mathews, Erik Knowles, Ryan Pazaruski, Dan Hytry | Aviation Maintenance |
| AP-2: AVM Padlocks and Gates | Stuart Mathews, Gary Richer, Luisa Bangs, Erik Knowles | Aviation Maintenance |
| AP-4: Contractor Construction Key for Temporary Doors and Padlocks | Any Maintenance or Engineering Authorized Signer | Engineering or Aviation Maintenance |
| H-2: Mechanical Rooms | Stuart Mathews, Erik Knowles, Ryan Pazaruski, Dan Hytry | Aviation Maintenance |
| H-20: Electrical Room. Operated by H5 | Gary Richer, Darin Benofsky | Aviation Maintenance |
| H-22: High Voltage Rooms | Gary Richer, Darin Benofsky | Aviation Maintenance |
| H-3: Elevator Mechanical Room | Stuart Mathews, Ryan Pazaruski, Erik Knowles, Dan Hytry | Aviation Maintenance |
| H-4: ABM Janitor Closet Key | Michele Fideler  | Airport Office Building—Facilities |
| H-5: Electrical Room Key | Gary Richer, Darin Benofsky | Aviation Maintenance |
| H-9: Comm/Cibbs Rooms | Gary Richer, Wendell Umetsu, Babu Parayil, Matt Breed, Clarence Jacquez  | Aviation Maintenance |
| R: AVM Master Key. Added to 80% of the doors at STIA | Stuart Mathews Gary Richer, Luisa Bangs, Christian Samlaska, Erik Knowles | Aviation Maintenance, Aviation Security |
| Non Security INTELLIKEY\* | Maintenance Managers/Sponsor Dept – by location |  |
| Tenant/Vendor Keys | Should be signed by appropriate Contract Administrator |  |

PLEASE NOTE: Only one key type per person is allowed for the keys listed above

**KEY SHOP USE ONLY:**

**ATTACH KEY(S) HERE**

\*Only one approver listed needs to sign Key Request, except for telecom rooms—requires two approvals one from ICT and one from Aviation Maintenance

\*Aviation Maintenance signature required for all Mechanical Rooms\*Incomplete Key Requests without the proper approval will NOT be processed