KEY WORK REQUEST FORM

Port of Seattle Seattle Tacoma International Airport Credential Center

Incomplete applications will not be processed



PLEASE PRINT IN INK Credential Center Port of Seattle ID required to pick up keys idbadgescheduling@portseattle.org TO BE COMPLETED BY APPLICANT First Name Job Title Legal Last Name MI 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 POS Employee/Badge Number KEYS THAT REQUIRE ADDITIONAL APPROVAL **KEYS REQUESTED** Key Type/Number Exact Location Door Number (Include all letters) Printed Name Phone # **INTELLIKEY REQUESTED INTELLIKEY APPROVAL** Adding Access: Y N New Intellikey: Y N 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 Denied By: Key Process Authorized By: Date of Authorization: Printed Name of Individual Picking Up Keys Signature Date Key # Key# Key Key Type Type DATE RECEIVED: DATE NOTIFED: Key Released By Credential Center Employee: AVIATION MAINTENANCE USE ONLY Received By: 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, Benny Austin, 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, Benny Austin, 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

*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 KEY SHOP
USE ONLY:
ATTACH KEY(S)
HERE