

PORT OF SEATTLE USE ONLY											
Key Process Authorized By:					Denied By:				Date of Authorization:		
<u>Key Type</u>	<u>Key #</u>	<u>Key Type</u>	<u>Key #</u>	Printed Name of Individual Picking Up Keys				Signature			Date
				Key Released By Credential Center Employee:				DATE RECEIVED:		DATE NOTIFIED:	
				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, 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 Jaquez	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**