**SeaTac Airport SmartTrash Compactor Key Request Form**

# Instructions:

1. Fill out form, edit text/options in **BLUE** font
2. Attach form as a Word document (do NOT PDF) to an email and send to AVUtil@portseattle.org
3. You will receive an email response with a location along with date and time to pick up the new keys

\*Note a charge per key may be applied. Reference the current tariff documents for cost per key.

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| **Date of Request:** [Request Date] | **Company Name:** [Company Name] |
| **POS Account #:** [POS Account]*See POS invoice, or agreement contract.* | **Contact Name:** [Contact Name] |
| **Email:** [Contact Email] |
| **Number of Keys:** [Number of Keys] | **Phone:** [Contact Phone] |
| **Do you have an active Ground Service Provider Agreement or Lease Agreement with the Port permitting you to use the compactors?** [No] *Click text, and press down arrow to select Yes.* |
| **Select Compactors for Use:***Change compactor setting from “false” to “true” to activate individual compactor access.* |
|  | [false] **All Compactors \****Only select customers will be allowed access to all compactors.* |
| **Tenant Use Only**[false] Service Tunnel Recycle[false] Service Tunnel Trash[false] CT North Recycle[false] CT North Trash[false] CT South Recycle[false] CT South Trash[false] S6 Recycle[false] S6 Trash | **Airfield Use Only**[false] A10 Recycle[false] A10 Trash[false] B8 Recycle[false] B8 Trash[false] C1 Recycle[false] C1 Trash [false] S16 Recycle[false] S16 Trash | **Combined Use**[false] Conc. A Load Dock Recycle[false] Conc. A Load Dock Trash[false] D11 Recycle[false] D11 Trash[false] N10 Recycle[false] N10 Trash  |

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| **The section below is to be filled out by POS AV Utility Department.** |
| **Date Key(s) Issued:** [Date Issued] |
| **Billing Period:** [Billing Period] |
| **Charge Customer:** [true] |
| **Charge Amount:** [Cost] |
| **Keys Assigned:** [Keys Assigned] |
| **Notes:** [Notes] |