KEY WORK REQUEST FORM

Port of Seattle Seattle Tacoma International Airport Credential Center

Incomplete applications will **not** be processed



PLEASE PRINT IN INK

Legal Last Name				First Name					TED BY APPLICANT MI Job Title					Work Phone					
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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, 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, Deb Harrison	Aviation Business Development				
4-25: OE Padlock	Stuart Mathews, Erik Knowles, Dan Hytry	Aviation Maintenance				
4-27: OE Mechanical Rooms	Stuart Mathews, Erik Knowles, 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, 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, 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, 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, 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