

KEY WORK REQUEST FORM



Incomplete applications will **not** be processed

PLEASE PRINT IN INK

idbadgescheduling@portseattle.org

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 Y <input type="checkbox"/> N <input type="checkbox"/>	Transfer From: Last Name			First Name		MI	POS Employee/Badge Number			
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 <input type="checkbox"/> N <input type="checkbox"/>		Adding Access: Y <input type="checkbox"/> N <input type="checkbox"/>								
Door Number(s):		Exact Location:								

All keys must be returned upon termination of contract and/or employment or when job function no longer requires use of Port of Seattle keys.

***Please note: See reverse for list of keys requiring additional approval and the 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:			
<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, Dan Hytry	Aviation Maintenance
3-11, 4-11: ET Electrical Rooms and Cabinets	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	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, 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	Darin Benofsky	Aviation Maintenance
H-22: High Voltage Rooms	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	Darin Benofsky	Aviation Maintenance
H-9: Comm/Cibbs Rooms	Wendell Umetsu, Babu Parayil, Matt Breed, Clarence Jaquez	Aviation Maintenance
R: AVM Master Key. Added to 80% of the doors at STIA	Stuart Mathews, 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**