

# 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

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			
Key Type/Number	Qty.	Exact Location	Door Number (Include all letters)

KEYS THAT REQUIRE ADDITIONAL APPROVAL		
Printed Name	Phone #	Co-Signature

INTELLIKEY REQUESTED	
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:

INTELLIKEY APPROVAL		

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	
				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	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
3-11, 4-11: ET   Electrical Rooms and Cabinets	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
4-1: Vacant Space Lockout Key	Erik Johnson	Aviation Business Development
4-25: OE Padlock	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
4-27: OE Mechanical Rooms	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
4-59: Comm Room/Cabinets	Clarence Jaquez, Ryan Pazaruski	Information Technology and Aviation Maintenance
4-90: OE Padlock	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
AP-2: AVM Padlocks and Gates	Mike Tasker, Ryan Pazaruski, 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	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
H-20: Electrical Room. Operated by H5	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-22: High Voltage Rooms	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-3: Elevator Mechanical Room	Mike Tasker, Erik Knowles, Ryan Pazaruski, Dan Hytry	Aviation Maintenance
H-4: ABM Janitor Closet Key	Erik Johnson	Airport Office Building—Facilities
H-5: Electrical Room Key	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-9: Comm/Cibbs Rooms	Ryan Pazaruski	Aviation Maintenance
R: AVM Master Key. Added to 80% of the doors at STIA	Mike Tasker, Erik Knowles, Ryan Pazaruski, Lauren Curtis, Jim Witzman, Mark Leutwiler	Aviation Maintenance, Aviation Security
S3-T: Roof Access	Lauren Curtis, Jim Witzman, Mark Leutwiler	Aviation Security
S3-E: Bag Belt Key	AV SEC – Auditing & Compliance	AV SEC - Auditing & Compliance
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**