

KEY WORK REQUEST FORM



Incomplete applications will **not** be processed

PLEASE PRINT IN INK

Port of Seattle ID required to pick up keys

Last Name:		First Name		MI	Job title		Work Phone	
Company Name			Email Address			Global ID - Badge Number		Badge Exp. Date
Transfer Y <input type="checkbox"/> N <input type="checkbox"/>	Transfer From: Last Name		First Name		MI	Global ID - Badge Number		
KEYS REQUESTED				KEYS THAT REQUIRE ADDITIONAL APPROVAL				
Key Type/Number	Qty.	Exact Location	Door Number (Include all letters)	Name		Signature		
INTELLIKEY REQUESTED				INTELLIKEY				
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:						

I understand the key(s) must be returned upon termination of contract or employment, or when the job function no longer requires key access. You must comply with key audits. Any misuse/mishandling is subject to security violations and associated penalties.

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 Signer (Please Print)			Authorized Signer – Signature			Email Address:		Date	
Port Representative (Project Manager, Port Authorized Signer, etc)			Port Representative Signature:			Email Address:		Date	
PORT OF SEATTLE USE ONLY									
Key Process Authorized By:				Denied By:			Date of Authorization:		
Key Type	Key #	Key Type	Key #	Individual Picking up Key(s)			Signature		Date
				Key Released By:			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 – REV 2026

Key Type	List of Approved Signers	Contact Department
3-19: OE Padlock – Not used much	Mike Tasker, Erik Knowles, Dan Hytry	Aviation Maintenance
3-11, 4-11: ET Electrical Rooms and Cabinets	Ryan Pazaruski, Darin Benofsky, Rob Lane	Aviation Maintenance
4-1: Vacant Space Lockout Key	Deb Harrison	Aviation Business Development
4-25: OE Padlock	Mike Tasker, Erik Knowles, Dan Hytry	Aviation Maintenance
4-27: OE Mechanical Rooms	Mike Tasker, Erik Knowles, Dan Hytry	Aviation Maintenance
4-59: Comm Room/Cabinets	Matthew Parrish, Ryan Pazaruski	Information Technology and Aviation Maintenance
4-90: OE Padlock	Mike Tasker, Erik Knowles, 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, Dan Hytry, Angie Schmitke, Doug Sinclair	Aviation Maintenance
H-20: Electrical Room. Operated by H5	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-22/H-23: High Voltage Rooms	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-3: Elevator Mechanical Room	Mike Tasker, Erik Knowles, Angie Schmitke	Aviation Maintenance
H-4: Janitor Closet Key	AV Facilities	Airport Office Building—Facilities
H-5: Electrical Room Key	Ryan Pazaruski, Darin Benofsky	Aviation Maintenance
H-9: Comm/Cibbs Rooms	Ryan Pazaruski, Matthew Parrish	Aviation Maintenance
R: AVM Master Key. Added to 80% of the doors at STIA	Manager AV Security Compliance	Aviation Security
S3-T: Roof Access	Manager AV Security Compliance	Aviation Security
S3-E: Bag Belt Key	Manager AV Security 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**