

MAC LOCK & KEY REQUEST FORM

Return Form via Email to: mac-keyrequests@mspmac.org

(Fac. Use Only)

Send to:

- Electrician
- EMC
- Fire
- Police
- J. Klatt
- T2 – Ops
- Other(s):

NAME: _____ **DATE:** _____

COMPANY: _____ **JOB TITLE:** _____

EMAIL: _____ **BADGE NO.:** _____

PHONE/CELL: _____ **BADGE EXP.:** _____

Yellow: **Red:** **Blue:** **Green:**

REQUEST FOR:

- Lock Replacement
- Key Replacement
- Cipher Lock
- Number of Keys Needed: _____
- Key Number: _____

ASSA CLIQ KEY:

- Bagbelt (T1-Lindbergh)
- Jetway (T2-Humphrey)
- Bagbelt (T2-Humphrey)
- AOA Gates
- Electrical
- Mechanical
- Telecommunication
- Roof Access

List All Doors/Padlocks/Gates Needing Access:

(Attach additional sheet if needed)

Reason for Request/Project Name: _____

Key(s) Picked-up by:	Date:
Authorized Signer:	Date:
Facilities Mgr/Assist:	Date:
MAC Police Dept:	Date:
MAC Fire Dept:	Date:
T2 Mgr/Assist:	Date:
Electrical Foreman:	Date:
EMC Chief Engineer:	Date:
Telecommunication:	Date:
Other:	Date:

Note: Deposit of \$200 is required for Primus and Non-Primus keys; **\$500** for ASSA Cliq. A replacement for any lost/stolen key will be under review with a **replacement fee**. From the time the "Locksmith" receives this key request until pick-up of your key, will be approximately (1) week. **NO EXCEPTIONS will be made**. Proper signatures must be in place and information completed on this form before "Locksmith" receives and processes. **Only checks will be accepted for deposits or replacement costs. All keys, padlocks and Simplex units must be returned upon completion of the construction project for full deposit or may be subject to one or more of the following penalties:**

- 1) Revocation of the deposits associated with the issuance of keys.
- 2) Revocation of MAC issued security badges which includes associated deposits.
- 3) Administrative penalty of \$1,000.00
- 4) Prosecution under applicable Federal and/or State security directives and guidelines.