

MAC LOCK & KEY REQUEST FORM

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

Complete all highlighted fields for your request to be processed

(Fac. Use Only)
Send to:

Electrician
 EMC
 Fire
 Police
 Telecomm.
 T2 – Ops
 Other(s):

NAME: _____	DATE: _____
COMPANY: _____	JOB TITLE: _____
EMAIL: _____	BADGE NO.: _____
PHONE/CELL: _____	BADGE EXP.: _____
Yellow: <input type="checkbox"/> Red: <input type="checkbox"/> Blue: <input type="checkbox"/> Green: <input type="checkbox"/>	

REQUEST FOR:	ASSA CLIQ KEY:
<input type="checkbox"/> Lock Replacement	<input type="checkbox"/> Bagbelt (T1-Lindbergh)
<input type="checkbox"/> Key Replacement	<input type="checkbox"/> Jetway (T2-Humphrey)
<input type="checkbox"/> Cipher Lock	<input type="checkbox"/> Bagbelt (T2-Humphrey)
<input type="checkbox"/> Number of Keys Needed: _____	

List All Key Symbols/ Doors/Padlocks/Gates Needing Access (Attach additional sheet if needed):

Reason for Request/Project Name: _____

Key(s) Picked-up by:	Date:
Authorized Signer:	Date:
MAC 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 Schlage Primus and Non-Primus keys; **\$500** for ASSA Cliq. Any lost/stolen/damaged key may be subject to a replacement fee. From the time the "Locksmith" receives this key request until pick-up of your key, will be approximately 5 – 10 business days. **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 cipher units must be returned upon completion of the construction project for full refund 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.