MNAA LOCK & KEY REQUEST FORM

NAME: _____ **DATE:** _____

COMPANY: _____ **JOB TITLE:** _____

EMAIL: _____ **BADGE NO/EXP DATE:** _____

PHONE NO: _____

BADGE COLOR: Red□ Blue□ Green□ Gray□ Lt. Blue□ Brown□ Orange□ Yellow□

REQUEST FOR: (check one of the following)

□ Lock Replacement
□ Key Replacement
□ Jetway
□ Key Number_____
□ Number of Keys Requested_____

□ Cipher Lock
□ Padlock
□ Mechanical
□ Electrical
□ Telecommunications

Reason for Request: _____

_____

Project Name: _____ **Start Date:** _____ **End Date:**_____

List All Doors Needing Access (if known): _____

_____

Keys Picked-up by:	Date:
Authorized Key Signatory: **(Please Print & Sign):**	Date:
MNAA Director, Facilities Maintenance:	Date:
MNAA Manager, Facilities Maintenance:	Date:
Department Manager:	Date:

Agreement: Key holders and their company must surrender/return the MNAA airport-issued keys, padlocks, and cipher units to the Maintenance Control Dispatch Center immediately should their MNAA airport-issued badge be deactivated, terminated or upon completion of project. Key holders and their company may be subject to fees and/or civil penalties for each key not returned or otherwise failing to comply with the requirements listed above. Key holders shall not tamper, mutilate, loan, borrow, or reproduce the key in any manner and will reimburse the MNAA for replacement costs if keys are lost or willfully damaged. A fee for replacement keys may be assessed. Lost or stolen airport-issued keys must be reported to the MNAA Maintenance Control Dispatch Center at 615-275-1684. Stolen keys must be accompanied by a Police Theft Report. Failure will result in forfeiture of key privileges. Key holders must safeguard airport-issued keys and only access the areas to which they are authorized. The airport-issued key remains the property of the MNAA at all times and after it is issued to an individual. Violations may subject the violator to sanctions under TSA and/or MNAA rules and regulations. This form must accompany all key requests and require a signature by the active Authorized Signatory (same as badge signatory). Keys will only be issued to **active** badge holders.

Return Form to Maintenance Control (615) 275-1684 or FAX (615) 275-1758
Email: MaintenanceControlDispatch@flynashville.com