



DETROIT METRO • WILLOW RUN  
WAYNE COUNTY AIRPORT AUTHORITY

## WCAA Key Control Monitor Form Instructions

If you have access to Metronet, the WCAA Key Request Form can be found at the following link:

[Maintenance & Operations - Maintenance Documents - All Documents](#)

Please fill out the following highlighted sections:

1. Authorized Key Control Monitor (Primary):
  - a. Division/Unit
  - b. Key Monitor-Printed Name
  - c. Key Monitor Email Address
  - d. Key Monitor Telephone #
  - e. Key Monitor Signature
  - f. Date
2. Authorized Key Control Monitor (Secondary):
  - a. Division/Unit
  - b. Key Monitor-Printed Name
  - c. Key Monitor Email Address
  - d. Key Monitor Telephone #
  - e. Key Monitor Signature
  - f. Date

After filling out all necessary sections, please email the form to: [keys@wcaa.us](mailto:keys@wcaa.us)

**Forms submitted without signatures will be sent back. All highlighted fields are required. Please fill out form in PDF format. No handwritten requests will be accepted.**

Any time an authorized Key Control Monitor is no longer employed with the company or if the Key Monitor changes, the Key Control Monitor Form must be updated and sent to [keys@wcaa.us](mailto:keys@wcaa.us) so we can update your file. A work order and keys will not be issued if a Key Control Monitor Form is not current.

# Wayne County Airport Authority Locksmith KEY CONTROL MONITOR FORM

Department Directors are to identify and authorize personnel (Key Control Monitor) in their respective Departments/Units for issuance and return of keys on behalf of personnel under the Department/Division's control by returning this signed form to:

Locksmith  
Inventory – Bldg 703  
E-mail: [KEYS@WCAA.US](mailto:KEYS@WCAA.US)

**\*\*Contractors: An approval is needed before a work order can be generated. You will be notified via email on the status of your request\*\***

**\*\*Key Control Monitors: Any time a Key Control Monitor is no longer employed with the company or if the Key Monitor changes, the Key Control Monitor form must be updated and emailed to [keys@wcaa.us](mailto:keys@wcaa.us) so we can update your file. A work order and keys will not be issued if a Key Control Monitor form is not current.**

The Key Control Monitor is responsible for:

- Requesting keys from WCAA Locksmith
- Issuing keys within the Department/Division or Business Unit
- Facilitate Departmental/Company audits initiated by the Locksmith
- Reporting lost keys
- Returning keys to WCAA Locksmith when an individual no longer requires access or is separated from employment
- Requesting core changes
- Managing key boxes when necessary (for keys stored and utilized for off shifts)
- Maintaining records of keys received, issued and returned to WCAA
- Completing quarterly key audits as required
- **Broken/damaged keys must be returned to the Locksmith prior to approval of any replacement keys(s)**

### Key/Core Fees:

Broken/Damaged Key

Lost Key

Broken/Damaged Core

Door Hardware

	Broken/Damaged Key	Broken/damaged Core	Lost Key	Door Hardware
<b>First Time Fee:</b>	\$25.00	\$45.00	\$20.00	*Locksmith will review for pricing
<b>Second Time Fee:</b>	\$50.00	\$65.00	\$40.00	*Locksmith will review for pricing
<b>Third Time Fee:</b>	WCAA/Tenant on-site meeting	WCAA/Tenant on-site meeting	WCAA/Tenant on-site meeting	*Locksmith will review for pricing

Please identify your designated Key Control Monitor in the space provided below:

**AUTHORIZED KEY CONTROL MONITOR (Primary)**

Company/Division/Unit: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Key Monitor Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**AUTHORIZED KEY CONTROL MONITOR (Secondary)**

Company/Division/Unit: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Key Monitor Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**DEPARTMENT/DIVISION APPROVAL:**

\_\_\_\_\_

General Manager, VP or Director

\_\_\_\_\_

Date

Office Use Only: Upon completion and return of Key Control Monitor Form, the Locksmith will approve.

Approved by WCAA Locksmith: \_\_\_\_\_

Date: \_\_\_\_\_ Work Order #: \_\_\_\_\_