



## WCAA Key Request 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](#)

**\*\*Forms submitted without signatures will be sent back. Please make sure the key holder and key monitor sign the Key Request Form. Please make sure to fill out the form completely in the PDF format. Once filled out, you can print, sign and email to [keys@wcaa.us](mailto:keys@wcaa.us). No handwritten requests will be accepted (with the exception of signatures)**

**\*\*If a request is for multiple keys for multiple employees, a form needs to be filled out for each employee receiving keys.**

Please fill out the following highlighted sections:

- 1. Open form and fill out highlighted fields: (All fields marked with \* are required)**
  - a. Key Holder – Last name
  - b. Key Holder – First name
  - c. Key Holder – Email address
  - d. Key Holder – Department/Division/Company
  - e. Key Holder – Building #/Location
  - f. Key Holder – DTW Badge #
  
- 2. In the box labeled ‘Key(s)’ requested, fill out the following fields:**
  - a. Building #/Location
  - b. Room #/ Door #
  - c. Key # / Key Mark *(See next page for location of Key # and Key Mark location)*
  - d. Quantity of key(s) requested
  - e. Core # (if required)
  
- 3. You also need to choose from the list of options in the Key(s) Requested box. Choose one of the following:**
  - a. New Key
  - b. Broken/Damaged Key
  - c. Lost Key
  - d. New Core
  - e. Broken/Damaged Core
  - f. Door Hardware

**4. Fill out Key Control Monitor and Key Holder fields**

- a. Key Holder (person in possession of keys)
  - i. Phone #
  - ii. Date
- b. Key Control Monitor (person responsible for returning all keys to the Locksmith from a Key Holder)
  - i. Phone #
  - ii. Date

**5. After completing the form, save form to your desktop and email form to [Keys@wcaa.us](mailto:Keys@wcaa.us)**

**6. Key Control Monitor or Key Holder shall pick up key(s) upon notification**

- a. A valid Airport ID Badge shall be required upon pick up
- b. Return of broken/damaged key(s) if necessary

**7. Keys will be available for pick up from the Inventory Dept located at Bldg 703. Pick up available Monday through Friday 7am-3pm only.**

**8. If you are requesting a door code change, please check the "door code change" button. Please make sure to list the current code and the code you would like it changed to. A code changed must be approved by a Key Monitor. Any form without a signature, will be returned.**

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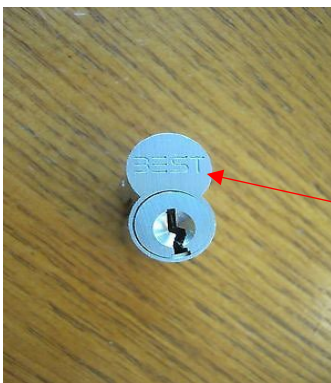


Key Mark

Key #

Building #/Location	Room # / Door #	Key #/Key Mark	Qty of keys requested	Core #	Fee (if applicable)
Example Bldg 601	Rm 1234	JM13-4 / #4	2		Fee (if applicable [?])

**Above is an example of how to list requested keys on the Key Request Form**



Key Core # can be found here




# Wayne County Airport Authority – Locksmith

# KEY REQUEST FORM

Keys must be signed for upon pick-up by either the Key Control Monitor or Key Holder. A valid DTW Airport Badge **must** be displayed upon pick-up

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_ \*Email Address \_\_\_\_\_  
 \*Department/Division/Company \_\_\_\_\_ \*Building #/Location \_\_\_\_\_ \*DTW Badge \_\_\_\_\_

 Please email **signed** key requests to: [Keys@wcaa.us](mailto:Keys@wcaa.us)

**Key(s) Requested:**

*Building #/Location	*Room # / Door #	*Key #/Key Mark	*Qty of keys requested	Core #	Fee (if applicable)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- New key
- Broken/Damaged Key
- Lost Key
- New Core
- Broken/Damaged Core
- Door Hardware
- Door code change\*
- Master Key\*

\*Door Code Change: Current code: \_\_\_\_\_ Code changed to: \_\_\_\_\_ \*Master Pin #: \_\_\_\_\_

To ensure that you understand and accept your responsibility as a Key Holder and Key Control Monitor, please read and sign below:

**Wayne County Airport Authority Key Procedure and Guidelines:**

- ✓ Key Control Monitor is personally accountable for all WCAA keys issued to them.
- ✓ WCAA key(s) may not be reproduced or duplicated.
- ✓ WCAA key(s) may not be transferred or loaned.
- ✓ Lost/stolen key(s) must be reported to the WCAA Inventory Dept or the Locksmith. **Email Keys@wcaa.us to report lost/stolen key(s)**
- ✓ **Broken/damaged keys must be returned to Inventory for replacement.**
- ✓ Key Control Monitors are responsible for returning all keys to the Locksmith when a Key Holder retires, transfers, promotes/demotes, terminate employment, completes a project (Consultant/Contractor), leave of absence (longer than 1 month or no longer requires access).
- ✓ Failure to pick up key(s) within 5 days after initial notification of completion, will result in the key(s) being returned to the Locksmith Department.
- ✓ \*Door code change **must** be approved by a Key Monitor.

\*Key Holder Signature \_\_\_\_\_ \*Phone # \_\_\_\_\_ \*Date: \_\_\_\_\_ \*Key Control Monitor Signature \_\_\_\_\_ \*Phone # \_\_\_\_\_ \*Date: \_\_\_\_\_

Key(s) Rec'd By: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Receiver Phone #: \_\_\_\_\_

Office Use Only: Keys can be picked up in Inventory, Bldg 703. The Key Control Monitor is required to sign above to acknowledge receipt of the key(s) requested and acknowledge that these keys will be given to the Key Holder noted above. Key Holder signature is required to acknowledge receipt of key(s).

Locksmith Signature \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_ Work order #: \_\_\_\_\_