

HARRY REID

INTERNATIONAL

LAS VEGAS

LOCK CHANGE REQUEST

DEPARTMENT OF AVIATION - FACILITIES

Email: facilities@lasairport.com Phone: (702) 261-5621

REQUESTOR CONTACT INFORMATION

Name: _____ Phone: _____

Company/Division: _____ Date Submitted: _____

****All forms must be typed out to ensure the accuracy of processing **** Date Desired: _____

LOCK CHANGE REQUEST DETAILS

Contact Name: _____

Phone: _____

Company: _____

Door Number: _____

Current Key Type: _____

Requested Key Type: _____

Qty. of Keys Needed: _____

Padlock Qty of Padlocks: _____

VERY IMPORTANT:

Name and Badge Number for each key recipient must be provided on a Supplemental Key Request Form for processing.

Comments: _____

DOA CONSTRUCTION & ENGINEERING ONLY

Project # _____

Short Term Project

Project Start Date: _____

Long Term Project

Estimated Completion Date: _____

Electrical Room Access Permit (Associated)

Permit # _____

Administrative Use Only

Master or Security-Restricted Key (If checked, all signatures below are required)

Justification: 1). What it opens: _____

2). What entities are on this key series: _____

3). Risk factor(s) and benefit(s): _____

Additional details/comments by Facilities: _____

Signature of Deputy Director - Support Services: _____

Signature of Deputy Director - Operations: _____

Signature of DOA Assistant Director of Security: _____

LOCK CHANGE COMPLETION

Date Returned: _____ Date Locks Changed Back: _____ Keys Returned: _____

A. _____ Signature of Key Signatory

B. _____ Signature of Additional Authorization – Safety/Business (if applicable)

C. _____ Signature of DOA Facilities Manager

LEAVE BLANK UNTIL TIME OF PICK UP

D. _____ Signature of Key Recipient (To be signed at time of key pick up)

LEAVE BLANK UNTIL TIME OF PICK UP

E. _____ Date, Badge, and Phone number of Key Recipient

Airport Tenants: Please Email Lock Change Requests to space@lasairport.com

Replacement Lock Cylinder: \$100/cylinder (includes up to [10] new keys)

***Other Add'l Key/Lost/Stolen/Broken Key Replacements \$25.00/Key**

Revised: 3/28/25