

HARRY REID

INTERNATIONAL

LAS VEGAS

FACILITIES DIVISION SECURITY KEY AND LOCK PROGRAM

REVISED: 01/07/23

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DOA FACILITIES DIVISION KEY & LOCK POLICY

REVISED: 01/07/2023

This policy is to establish the responsibility, eligibility, and approval to issue keys to all DOA employees and tenants. Each DOA Division Head, DOA Section Supervisor, and Tenant Manager is responsible for the security of their assigned keys. The approval of each Division Head, Section Supervisor, and Tenant Manager is required to issue a key.

TENANTS: An authorized signatory form is required to be kept on file in the DOA Facilities Division before any keys are to be issued. It is the tenant key signatory's responsibility to maintain and update their signatory cards. Please refer to the "Key Signatory Procedure – New or Revisions" section of this policy on pages 7-8.

1. Submitting of Key Request, Lock Change Request or Lost/Broken Key Request Form

Key and/or lock change request to be submitted in the form of an e-mail facilities@lasairport.com, typed request sent via interoffice mail, or drop off at the Facilities Administration counter located at Terminal 1, Level 2, Ticketing South using only the approved DOA Facilities Division Forms.

TENANTS: Please submit your lock change request form via the DOA Business office at space@lasairport.com

All forms are located at the McCarran International Airport website <https://www.harryreidairport.com/Business/Facilities>

2. Key Requests

**** All forms must be typed out to ensure the accuracy of processing****

The following information is required for all new Key Request Forms. Completion of the Key Request Form should include:

1. Requesters Contact Information, Submitted Date, and Desired Date.
2. Name, Title and Badge Number of the employee receiving the key. A Harry Reid International Airport badge number is required on all key requests.
3. The key type and number of the keys requested.
 - 3A. The type and number of keys issued to any individual will be limited to the minimum required by regular work assignments.

4. A limited number of Master Keys will be issued. The DOA Facilities Division will review all Master Key requests and will approve / deny based on the number of existing Master Keys currently issued to each Department, Section, and Tenant.
5. The door number is required to verify the key type requested.
6. A brief description of the intended use of the key requested.
7. Any information the requester deems pertinent to their request may be included in the Comments field.
8. Required signatures and approvals from the appropriate key signatory and Facilities Division.

NOTE: If more than two keys are required, a Supplemental Key Request Form must be used. The Key Request Form and Supplemental Key Request Form are located at the Harry Reid International Airport website <https://www.harryreidairport.com/Business/Facilities>. Proceed to the “Supplemental Key Request Form” portion of this policy on page 6 for more information.

All key requests are to be forwarded to the Facilities Administrative Office via email at Facilities@lasairport.com, or a typed request sent via interoffice mail, or dropped off at the Facilities Administration counter located at Terminal 1, Level 2, Ticketing South. The requester will be contacted by telephone or email advising that the new keys are ready to be picked up.

3. Reporting Lost Key(s)

The loss of a key(s) is to be reported immediately to the DOA Section Supervisor or the Tenant Manager who in turn will notify the Facilities Administrative Office at (702) 261-5621 or Facilities@lasairport.com. The appropriate key request form for key replacement must be filled out and submitted to the Facilities Division. If the key is found, the key is to be forwarded immediately to the Facilities Administrative Office located at Terminal 1, Level 2, Ticketing South.

4. Replacement of Lost or Broken Keys

**** All forms must be typed out to ensure the accuracy of processing****

The following information is required on the Lost or Broken Key Replacement Form. Completion of the Lost or Broken Key Replacement Form which should include:

1. Requester’s information, company, phone number, date submitted, and date desired.
2. Employee’s name and badge number of who lost or broke the key.
3. The key type and number of the key(s) being replaced.
4. Required signature from the key signatory and DOA Facilities Management.
5. **There is a \$25 fee per lost or broken key.**

5. Returned Keys

When a DOA Section or Tenant employee is no longer employed at Harry Reid International Airport or any other off property airport operations, all keys issued to the employee must be returned to the Facilities Administrative Office. No DOA Section Manager, Tenant, or Employee shall transfer keys from one individual to another OR hold the keys for future employees. It is the responsibility of DOA Division Management and/or Tenant Management to secure the keys and return them to the Facilities Administrative Office as soon as possible.

6. Lock Change Request Form

**** All forms must be typed out to ensure the accuracy of processing****

The following information is required on the Lock Change Request Form. Completion of the Lock Change Request Form which should include:

1. Requester's information, company, phone number, date submitted and date desired.
2. Contact person's name and phone number.
3. Door number; Key Type, and Number of keys requested. (If multiple keys are needed submit a Supplement Key Request Form with the request.)
4. Reason for Change:
 - 4A. Permanent – New lock installation
 - 4B. Other – If a company is requesting to change locks due to security vulnerabilities or other reasons, the cost for a replacement lock and key(s) is as follows:
4B.1 \$100.00/cylinder – includes up to ten (10) new keys.
4B.2 \$25.00/key – per additional keys
5. Request of lock type:
 - 5A. Key Cylinder
 - 5B. Punch Lock - Must be supplied and installed by the tenant. Punch lock must be a Schlage CO-200 model and DOA Facilities will determine the override key type.
6. The requester will be contacted by telephone or email advising that the new keys are ready to be picked up.
7. Once the requester picks up the keys, the assigned Locksmith will be notified that the keys were picked up and will proceed with installing the new locks after the tenant has distributed their new keys.

7. Lock Change Request Form – DOA Construction/Engineering ONLY

**** All forms must be typed out to ensure accuracy for processing ****

The following information is required on the Lock Change Request Form. Completion of the Lock Change Request Form should include:

1. Requester's Information:
 - 1A. Name, company/section, phone number, date submitted, and date desired.
2. Lock Change Request Information:
 - 2A. Contact person's name, phone number, company, door number; current key type, requested key type, and quantity of keys.
3. Duration of Work:
 - 3A. Start Date & Anticipated Completion Date.
4. The requestor will be contacted by telephone or email advising them that the new key(s) are ready to be picked up.
5. Once the requester picks up the key(s), the assigned Locksmith will be notified that the keys were picked up and will proceed with installing the new locks after the tenant has distributed their new keys.
6. It is the requesters responsibility to submit a new Lock Change Request once the job is completed to initiate the process of having the lock changed back to its original DOA access key.

8. Supplemental Key Request Form

**** All forms must be typed out to ensure accuracy for processing ****

The following information is required on the Supplemental Request Form:

1. Key Type, Quantity, Door Number, Employee Name, Badge Number, Title, and Lockbox (if applicable)

SUPPLEMENTAL KEY REQUEST FORM

INSTRUCTIONS: This form is to be used **only** when requesting additional keys for an employee or keys for multiple employees. This form must accompany a Key or Lock Change Request form that includes all pertinent contact information for the request.

KEY TYPE	QTY	DOOR NUMBER	EMPLOYEE NAME	BADGE NUMBER	TITLE	LOCKBOX "X"
XX-#	1	T1-TBS-L2-248	Jane Doe	123456	Supervisor	
XX-#	1	T1-TBN-L2-340	John Doe	999999	Mgr	
XX-#	2	T1-TBN-L2-100	Joey Doe	654321	Admin	x

9. Fee Schedule

1. Replacement Key: \$25.00/key (lost or broken replacement)
2. Replacement Cylinder: \$100.00/cylinder (includes up to 10 key if needed)
 - 2A. Other Additional Key(s): \$25.00/key

10. Key Audits

A Key Audit will be conducted on high security keys annually and all other keys as often as it is deemed necessary by the DOA Security Administrator and/or DOA Facilities Division Management.

11. Key Signatory Procedure

**** Min/Max authorized – 3 persons ****

NEW & REVISED

1. A new or revised key signatory must submit a letter to DOA Facilities Administration on its company letter head with justification. (For a sample - see page 8)
2. Submit letter to DOA Facilities Administration via an email to Facilities@lasairport.com
3. Upon review and approval we will then send you an email with the Security Key Authorization Signature Card. (See page 8)
4. Please “type” in all your information, and obtain the signatures of ALL key signatories listed.
5. When you are completed with the form, you can scan / email it to Facilities@lasairport.com or drop it off at the Facilities Administrative Office located at Terminal 1, Level 2, Ticketing South.

New Key Signatory Letter

COMPANY LOGO

Date

Department of Aviation
Facilities Department
Harry Reid International Airport

RE: New Key Signatory

To Whom It May Concern:

Company Name is requesting to become a new key signatory at Harry Reid International Airport. Please add the following individuals to our Security Key Authorization Card.

Name – Title

Name – Title

Name – Title

Respectfully yours,

Name
Title
Company
Phone number

Revised Key Signatory Letter

COMPANY LOGO

Date

Department of Aviation
Facilities Department
Harry Reid International Airport

RE: Revised Key Signatory

To Whom It May Concern:

I am requesting to revise our Key Signatory list for **Company Name** at Harry Reid International Airport. Please add/delete the following individual.

ADD/DELETE - Name – Title

The only individuals authorized to sign for **Company Name** are listed below.

Name – Title

Name – Title

Name – Title

Respectfully yours,

Name
Title
Company
Phone number

Key Authorization Signatory Card

DEPARTMENT OF AVIATION
SECURITY KEY AUTHORIZATION
SIGNATORY CARD



DATE: _____
COMPANY: _____
DBA: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

PRINT NAME	SIGNATURE	BADGE #	CELL NUMBER	EMAIL ADDRESS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

It is the responsibility of the principal signer to notify the Facilities Division at 702-261-5621 when an individual is no longer authorized to request and sign for keys. It is also their responsibility to notify the Facilities Division with any necessary changes to this Signatory Card.
Failure to do so, could delay the processing of your requests.

**** All forms must be typed out to ensure the accuracy of processing ****

Revised: 2/15/23

Note: *The DOA Facilities Division reserves the right, at its sole discretion, to change, modify, or otherwise alter these terms and requirements at any time. Such modifications shall become effective immediately upon the official posting thereof.*