**SeaTac Airport Compactor Key Request Form**

# Instructions:

1. Fill out form, edit text/options in **BLUE** font. Closely review all **RED TEXT**.
2. Attach form as a Word document (**do NOT** PDF) to an email and send to AVUtil@portseattle.org.
	1. ***If you are a janitorial service contracting directly with the Port****,*please request pre-approval from Jinah Kim (kim.j@portseattle.org) or Valentine smith (smith.v2@portseattle.org), and include their approval with your request to AVU.
	2. ***If you are a contractor providing janitorial services for a tenant or airline***, you must have a Ground Service Provider (GSP) agreement with the Port for authorized permission to use the Port compactors. The customer you are providing service to should be listed as the Bill to Customer in the form below. If you don’t have a GSP agreement, please send an email to AVUtil@portofseattle.org requesting to initiate one.
3. After review and approval, your Port contract administrator will deliver them to you.

\*Note a charge per key may be applied. Reference the current tariff documents for cost per key.

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| **CUSTOMER REQUEST INFORMATION*****ALL FIELDS ARE REQUIRED and must be filled out as instructed to process the order in a timely manner.***  |
| **Date of Request:** [Request Date] | **Bill to Customer Name:** [Company Name]The entity that should be billed for metered compactor usage. |
| **POS Customer ID#:** [POS Account]***See POS invoice for Customer #.*** | **GSP Contractor:** [GSP Contractor]Only applies to contractors disposing of trash on behalf of the Bill to Customer noted above. Type N/A if not applicable. |
| **Number of Keys:** [Number of Keys] | **Contact Name:** [Contact Name] |
| **Phone:** [Contact Phone] | **Email:** [Contact Email] |
| **Do you have an active Ground Service Provider Agreement or Lease Agreement with the Port permitting you to use the compactors?** [No] *Click text, and press down arrow to select Yes.* |
| **Select Compactors for Use:*****INSTRUCTIONS:*** *Click on dropdown arrow and change compactor option from “[false]” to “[true]” to activate individual compactor access.*  |
|  | [false] **All Compactors \****Only select customers will be allowed access to all compactors.* |
| **Tenant Use Only**[false] Service Tunnel Recycle[false] Service Tunnel Trash[false] CT North Recycle[false] CT North Trash[false] CT South Recycle[false] CT South Trash[false] S6 Recycle[false] S6 Trash | **Airfield Use Only**[false] B8 Recycle[false] B8 Trash[false] C1 Recycle[false] C1 Trash [false] E43 Recycle[false] E43 Trash[false] S16 Recycle[false] S16 Trash | **Combined Use**[false] Conc. A Load Dock Recycle[false] Conc. A Load Dock Trash[false] D11 Recycle[false] D11 Trash[false] N3 Recycle[false] N3 Trash[false] N13 Recycle[false] N13 Trash |

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| **AV UTILITY ADMINISTRATIVE USE ONLY** ***NOT FOR CUSTOMER USE*** |
| **Date Key(s) Issued:** [Date Issued] |
| **Billing Period:** [Billing Period] |
| **Charge Customer:** [true] |
| **Charge Amount:** [Cost] |
| **Keys Assigned:** [Keys Assigned] |
| **Notes:** [Notes] |