



TENANT DIRECTIVE

BWI: 400.1
Date: September 30, 1997
Revised
Distribution: D

TITLE: CONTROL OF KEYS AND LOCKS FOR LEASED FACILITIES, BWI AIRPORT

I. REFERENCES

This Directive supersedes BWI Tenant Directive 400.1, dated July 29, 1992.

II. DIRECTIVE STATEMENT:

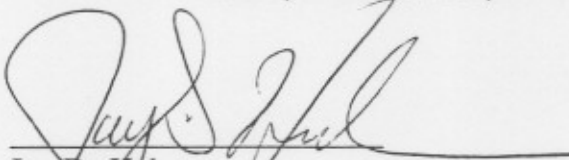
- A. All access locks to facilities at Baltimore/Washington International Airport, Maryland Aviation Administration (MAA), will be installed and controlled by the MAA.
- B. Exceptions to the above may only be authorized when requested in writing by a tenant. Exceptions will not be granted for facilities or equipment which require service by MAA personnel or personnel under contract to the MAA.
- C. Tenants granted an exception will assume full responsibility for any and all damages, which may result from actions taken by emergency or MAA maintenance personnel to gain access to the area during emergency conditions.

III. PROCEDURES:

- A. A temporary lock system may be installed upon initial occupancy. One key will be issued without charge per lock; a fee of \$5.00 will be charged for each additional key per lock. Replacement and additional keys in excess of 20 keys will be \$6.00 each.

Denotes additions/changes since the last revision.

- B. Permanent locks will be ordered by the MAA at the time a tenant occupies the newly leased area. A permanent high security keying system will be installed to permit the tenant to restrict access to various parts of the leased area; however, this arrangement must be provided for at the time the locks are ordered. The waiting time for new lock cylinders is approximately three (3) weeks.
- C. Keys to permanent locks will be provided on the same basis as in III.A. above.
- D. Tenants requesting relock of an area after the permanent system has been installed will be charged for this service at existing material and labor rates. Extra keys will be charged as in III.A. above.
- E. Tenants are responsible for providing keys to permit cleaning of tenant areas during the 11:00 p.m. - 7:00 a.m. shift. Keys will be issued to the janitorial force through the MAA Project Supervisor. In lieu of issuing keys, a tenant has the option of providing or making its own arrangements for cleaning. The MAA will not assume responsibility for cleaning if access is denied to an area during the 11:00 p.m. - 7:00 a.m. shift.
- F. Keys will not be issued to contractors working in airport mechanical and electrical facilities without the written consent of the MAA Director of Maintenance.
- G. Requests for additional keys and lock changes shall be addressed in writing to the Maryland Aviation Administration, Division of Maintenance, Attn: Airport Maintenance Supervisor. No keys will be issued without a written receipt.
- H. Emergency lock/key service fees are as follows: Minimum charges for emergency services 8:00 a.m. - 4:00 p.m. Monday through Friday, except State holidays, is \$30.00. Nights, weekends and holidays charge is \$156.00. Tenant should request the above service through BWI Airport Operations Center and provide the Airport Operations Center with a signed MAA Work Order Request form (MAA No. 138).


Jay D. Huber
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BWI Airport

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