

Metropolitan Washington Airports Authority
ORDERS & INSTRUCTIONS

DCA 10-0-2C

**SUBJECT: LOCKING OF SPACES AT RONALD REAGAN WASHINGTON
NATIONAL AIRPORT**

Issuance Date: APR -7 2010

1. PURPOSE

This Orders & Instructions (O&I) states the Metropolitan Washington Airports Authority (Airports Authority) policy for the locking of spaces, the procedures to be followed and schedule of charges connected with the locksmiths' activities at Ronald Reagan Washington National Airport (Reagan National).

2. DISTRIBUTION

This O&I is distributed to all Reagan National Airport Division Managers and above, the Airport Police Department, and to the management of the airlines, tenants, and concessionaires.

3. CANCELLATION

Orders & Instructions 10-0-2B, Locking of Spaces-Washington National and Dulles International Airports, dated June 24, 1981.

4. BACKGROUND

Airports Authority's buildings are equipped with a sub-master locking system which is a part of an overall grandmaster locking system. It is important that the sub-master system in each structure be strictly maintained. Grandmaster keys are retained by:

- a. The Operations Department for use in case of emergency.
- b. The Fire Department for use in case of emergency.
- c. Other key personnel as deemed advisable and necessary.

5. POLICY

- a. Initial Occupancy of Space. All tenants and concessionaires, upon entering into an agreement with the Airports Authority for the occupancy or use of a room, building, or area that is secured by the airport master locking system, shall be issued two keys to each lock without charge. These keys are accountable and are to be returned upon termination of the agreement.
- b. Duplication of Keys. All keys are the property of the Airports Authority and shall not be duplicated.
- c. Additional Requirements. The charge for additional keys or lock changes after initial occupancy is described in paragraph 7 of this O&I.
- d. Tenant Installed Locks. Locks shall not be installed by a tenant or concessionaire without prior written approval of the Airport Manager.

- e. Exemptions. Federal Agencies occupying space at Reagan National are exempt from the provisions of this policy and are permitted to provide their own locks and lock systems.

6. PROCEDURE

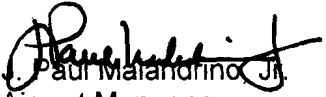
- a. Sub-master system keys may be obtained by tenants and concessionaires for their own particular areas by a written request to the Airport Locksmith. Charges for such additional keys shall be made in accordance with paragraph 7 of this O&I.
- b. Airports Authority Division Managers are authorized to order additional keys, cores and changes of the same within their Division provided it does not violate other security. Each division manager shall be responsible for distribution of keys to his or her employees and for taking appropriate action to assure that such keys are recorded as personally charged property.
- c. No tenant or concessionaire may deviate from this O&I without prior written approval from the Airport Manager.
- d. Locked automobiles will not be opened or entered by the locksmith except when requested by the owner. No charge will be made for this service.
- e. An Airports Authority Invoice shall be prepared in triplicate and signed by the tenant or concessionaire for all billable locksmith services performed. The original shall be kept in the locksmith's permanent record file. The duplicate will be kept in the Agent Cashier's Office. The triplicate will be retained by the tenant or concessionaire. All monies will be paid directly to the Agent Cashier by the tenant or concessionaire.
- f. Grandmaster keys will be issued to key Airports Authority personnel only.

7. CHARGES

The following schedule of charges will be assessed for locksmith services for tenants and concessionaires:

Core change	\$20.00
Duplicate key	\$2.50

All revenue will be collected by the Agent Cashier's office only.


 Paul Malandrino, Jr.
 Airport Manager
 Ronald Reagan Washington National Airport