



KEYBOX ACCESS RULES & REGULATIONS

Department of Access Control & Security Systems

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The University has a serious stance on providing a safe environment to the campus community. High investment in controlled access (key systems, access-cards systems, electronic keyboxes) is part of the University's commitment to help ensure the safety of individuals, notable assets, and priceless research that occurs at Cleveland State University.

We have installed electronic keyboxes to assist you in gaining access to areas you need. We want you to be able to get where you need to go.

Along with being a benefit, having access to a University keybox is a privilege that comes with significant responsibilities and penalties for misuse. If you are unable or unwilling to abide by all of the following, it would be in your best interest and the University's that you decline participation.

- A *Keybox Access Request Form* must be signed by you, your CSU Point-of-Contact, and approved by the AC&SS Department during processing before you will be given access to a keybox
- You may not loan, transfer, give possession of, misuse, modify, or alter CSU keys or the keyring
- You may not allow others to use your PIN (code), nor may you use another's PIN/code
- Upon noticing any damage to a key, keyring, or box, you must report it to AC&SS (x5386) immediately
- You may not cause, allow, or contribute to the making of a copy/duplicate of any CSU key; as a state entity, it is a crime to do so.
- Loss of a key can be a significant financial responsibility for you, ranging from \$58 to \$500,000. You (and/or your company, if a contractor) are responsible for costs associated with replacing all locks/keys affected by your loss. For the type/level of keys in the keyboxes, the usual value of a keyring is approximately \$10,000 to \$50,000. You are encouraged to ask the value of your particular key(s) before you sign the *Keybox Access Request Form* so that you are aware of your liability.
- You must abide by the CSU *Access Control Regulations*, found at: <http://www.csuohio.edu/offices/accesssecurity/>
- The following must be reported to CSU Police immediately (216-687-2020):
 - Loss or theft of a CSU key(s) or keyring (s)
 - Compromise of your PIN
 - Compromise or breakage of the sealed keyring
 - Damage or malfunction of the keybox
- Lost keys require a Police report from CSU Police. Falsification of a police report is a criminal offense.
- As a state entity pursuing missing property (keys), we have the right to turn-over collections to the State Attorney General for restitution. Not returning state property can be the subject of theft charges with criminal prosecution or civil recovery.
- As a key-holder to CSU property, if you notice a suspicious person in an area, contact CSU Police (x2020 or 911) before a problem may develop in an area you are responsible for.

The following are additional rules/regulations that must be followed by Contractors:

- All service personnel must contact their CSU Point-of-Contact (POC) before engaging in work
- Service personnel shall wear their Company photo ID on their outermost garment at all times while on CSU property
- All contractors providing service are subject to CSU background screening and approval
- If you are the last contractor at a site/area after-hours, contact CSU Police (x2020) to make them aware that you are no longer in the area and it is vacated
- At the first form submission from a company/vendor, one color copy of the company/vendor photo identification card will be provided to AC&SS so that CSU Police may be aware of a valid company ID
- Violations of these rules/regulations or the CSU *Access Control Regulations* by any one person of the company may jeopardize access for the entire company
- It is important that you return the keyring to the assigned slot within the allotted time period or else an alarm will be broadcasted with notifications sent to AC&SS, your POC, and Police.

If you have any questions or concerns, please contact the *Director of Access Control and Security Systems* at (216) 687-5046.