



KEYBOX ACCESS RULES & REGULATIONS

Department of Access Control & Security Systems
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Cleveland State University is committed to ensuring a secure environment for our campus community. As part of this commitment, substantial investments have been made in controlled access systems, including key systems, access card systems, and electronic keyboxes.

Electronic keyboxes are secure storage devices located throughout campus to assist in controlling and monitoring access to various areas and keys. They ensure that only authorized individuals can access certain parts of campus, keys, or equipment. Keyboxes provide convenient access while maintaining security.

Accessing Electronic keyboxes comes with important responsibilities. You must agree to follow all keybox rules and regulations listed below. Failure to comply with any of these guidelines may result in suspension of privileges or further disciplinary action. If you do not wish to accept these responsibilities, you may wish to forgo keybox access.

Keybox Access Rules:

- **Access Privilege:** Gaining access to a university keybox is a privilege that carries significant responsibilities. Misuse may result in penalties.
- **Key Usage:** Do not lend, transfer, modify, or misuse CSU keys or keyrings. Do not use or share your PIN/code with others.
- **Damage Reporting:** Immediately report any damage to keys, keyrings, or keyboxes to AC&SS (x5386).
- **Key Copying Prohibited:** Duplicating CSU keys is illegal for a state entity and is a criminal offense.
- **Financial Responsibility:** Loss of a key can incur costs ranging from \$58 to \$500,000, for which you (or your company, if a contractor) are liable. Before signing the form, inquire about the value of your specific keys.

Keybox Usage Regulations:

- Familiarize yourself with the CSU Access Control Regulations at CSU Access Control.
- Return keys to the assigned slot within the specified time to avoid triggering an alarm and notifications to AC&SS, your POC, and Police.

Lost Keys:

Immediately report lost keys to CSU Police. A police report from CSU Police is mandatory for lost keys. Falsifying a report is a criminal offense. Failure to return state property could lead to criminal prosecution or civil recovery actions by the State Attorney General. As a key-holder, report any suspicious activities to CSU Police immediately (x2020 or 911).

Immediate Reporting Requirements:

- Loss or theft of CSU keys/keyrings.
- Compromise of your PIN.
- Sealed keyring compromise or breakage.
- Keybox damage or malfunction.

As a key-holder, please report any suspicious activity to CSU Police (x2020 or 911).

Violations by any individual could potentially affect the access privileges of their entire organization. For any queries or concerns, please contact Access Control and Security Systems at (216) 687-5238.

By signing below, you acknowledge that you have read and agreed to the “Keybox Access Rules & Regulations.”

User's Signature

Date