



KEYBOX ACCESS REQUEST FORM

Department of Access Control & Security Systems

1802 E. 25th Street, PS 243

Ph. (216) 687-5386 | Web: <http://csuohio.edu/access-security>

Name: _____
Last First CSU ID

E-mail: _____ Phone: _____

Student Faculty Staff Contractor Temp/Affiliate Department: _____

Project Name (if applicable): _____

CSU Point-of-Contact (POC) approval: _____

Print Signature Date

Building	Floors/Rooms	Keybox/Ring (Office Use)

Access Valid: Mon-Fri Saturday Sunday

Deactivation Date: _____
(Required for Students, Contractors, and Affiliate)

It is important that you return the keyring to the assigned slot within the allotted time period or an alarm will be broadcasted with notifications sent to you, AC&SS, and your CSU POC.

- You will receive an email from AC&SS informing you of your five-digit keybox PIN code. If at any time you would like a PIN change, please contact Access Control & Security Systems at the above listed email or phone number.
- You are responsible for reading the “Keybox Access Rules & Regulations” attached to this form or on the Access Control & Security Systems website (<http://www.csuohio.edu/access-security>)
- Inter-office, deliver or scan/e-mail this completed/approved form to the office above.
- Your PIN code will be active in your authorized keybox within five (5) days after receipt of this form to AC&SS.

Your signature confirms reading and agreement with the “Keybox Access Rules & Regulations”.

User’s Signature

Date



KEYBOX ACCESS RULES & REGULATIONS

Department of Access Control & Security Systems

1802 E. 25th Street, PS243

Phone: (216) 687-5386 FAX: (216) 802-3383

access.security@csuohio.edu

The University has a serious stance on providing a safe environment to the campus community. A high investment in controlled access (key systems, access cards systems and 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.

Electronic keyboxes are located throughout campus to assist you in gaining access to areas you need. We want you to be able to get where you need to go.

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 typical value of a keyring ranges from 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/> 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.

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.

Notice to Contractors; 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

If you have any questions or concerns, please contact the *Manager of Access Control and Security Systems* at (216) 687-5238.