



# KEYBOX LOCATIONS



To reduce the need to issue keys with the potential for loss and costly re-keying, the University has placed high-security electronic keyboxes around campus for use by faculty, staff, students, and contractors. Each year the number of keyboxes grows.

The electronic keyboxes are accessible by a user's PIN granted by AC&SS or by a building's SACC. A report history is available for each user of a Keybox detailing the time(s) the box was accessed and what keyrings were removed. All keyboxes are well protected by their own internal security features, a camera, and an alarm system. If a keybox is tampered with, an alarm is sent for immediate Police dispatch.

On the AC&SS webpage, you may complete a Keybox Access Request Form for access to a keybox.

([https://www.csuohio.edu/sites/default/files/keyboxagreement\\_update\\_6\\_10\\_14t.pdf](https://www.csuohio.edu/sites/default/files/keyboxagreement_update_6_10_14t.pdf))

Please read the "Keybox Access Rules and Regulations" on the AC&SS webpage.

([http://www.csuohio.edu/sites/default/files/media/access\\_security/documents/acss\\_keyboxpolicy.pdf](http://www.csuohio.edu/sites/default/files/media/access_security/documents/acss_keyboxpolicy.pdf))

Content lists of a keybox are available from AC&SS and Police senior staff, and a key list is posted on the inside door of each keybox.

Keybox	Location	Notes
Campus Safety Building	Internal	Police Use Only
CIMP Medical Building	Near room 108a	
Contractor 1	Campus Safety Building (Police Station), Main Lobby	
Euclid Commons 1	Building 2, front desk	
Euclid Commons 2	Building 4B, front desk	
Euclid Commons Parking	Middle Vestibule Entrance (Euclid Ave.)	
Fenn Hall	2 <sup>nd</sup> Floor, near elevator	
Fenn Tower	Front Desk	
Health Sciences	1 <sup>st</sup> Floor Elevator Lobby	
Julka Hall	Near Room 170	
Law Building	1 <sup>st</sup> Floor Lobby	
Middough	Main Lobby (13th Street Entrance)	
Mather Mansion	Near 102 Mail Room	
Music	1 <sup>st</sup> Floor Lobby near Elevator	
Physical Education	Near Woodling Gym	
Plant Services	Front Lobby	
Rec Center 1	Front Desk	
Rec Center 2	Fitness & Wellness	
Rhodes Tower 1	Ground Floor, near elevator	
Rhodes Tower 2	10th Floor IS&T	IS&T Use Only
RT Library	1 <sup>st</sup> Floor next to the East Elevator	
Science Research 1	1 <sup>st</sup> Floor Lobby (Southeast)	
Science Research 2	4 <sup>th</sup> Floor (Stair C)	
Student Center	Front Desk	
Union Building	Main Lobby, near elevator	
Wolstein Center 1	Annex 3rd Floor Lobby	
Wolstein Center 2	Loading Dock (interior)	