



# KEYBOX ACCESS REQUEST FORM

Department of Access Control & Security Systems

1802 E. 25<sup>th</sup> Street, PS 243

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

Name: \_\_\_\_\_  
Last First CSU ID/State-issued ID

Title: \_\_\_\_\_ Affiliation/Company: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

CSU Project Name (if applicable): \_\_\_\_\_

CSU Department: \_\_\_\_\_

Building	Floors/Rooms

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

## CSU Point-of-Contact (POC) approval

Access Valid: Mon-Fri Saturday Sunday

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

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# KEYBOX ACCESS RULES & REGULATIONS

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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.

## 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.