KEYBOX ACCESS REQUEST FORM

Today's Date: _____

Your Position

- ○ **Student**
- ○ **Faculty**
- ○ **Staff**
- ○ **Contractor**
- ○ **Temporary Worker**

Your Name	
Company Name	
Company Address	
Your Phone	
Your Email	
Department	
Dept. Head	

Project Name *(if applicable):*

Campus & Building	Floors / Rooms	Keybox/Ring *(Office Use Only)*

ALL Approval Lines MUST Be Signed

Approval (Tri-C Project Manager)		
Needed for Contractors ONLY	*Printed Name*	*Signature*
Approval (Plant Operations)		
	Printed Name	*Signature*
Approval (Campus Police)		
	Printed Name	*Signature*

Access Valid: ☐ Mon-Fri   ☐ Saturday   ☐ Sunday

Deactivation Date: _____

*(**Required** for Students, Contractors, and Temporary Workers)*

Request for PIN

After this form is approved by appropriate signers above, **email** completed form to Campus Police & Security Services (CPSS) at AccessRequest@tri-c.edu. CPSS will review the form, sign it, and forward PIN requests to Plant Operations to issue your PIN. **Your electronic signature confirms reading and agreeing to the "Tri-C Keybox Access Rules & Regulations".**

It is important that you return the keyring to the assigned slot within the allotted time period. If the time period expires, an alarm will be sent to you, the Tri-C Project Manager, your Tri-C Department Head, and Tri-C Campus Police.

If at any time you would like a PIN change, please contact Plant Operations for your campus.

TURNAROUND TIME: **Keybox PIN** = five (5) business days. You will receive an email when your PIN is activated.

Request reviewed and completed by Campus Police and Security Services: *(e-sign)* _____

Approvals

You must abide by the **Tri-C Keybox Access Regulations & Regulations,** found on the following page.

Each Approver: Please type in your name, then click on the "Signature" box. Adobe will enter an electronic signature.

NOTE: Once you have added your electronic signature, the form will immediately ask you to save it and all of the data boxes will be locked. Please be sure all of the information is correct before electronically signing the form.

After you have entered your approval, email the saved form to the next approver.

After electronic signature approval by Tri-C Campus Police, the form will be forwarded to Plant Operations on your campus for processing and issuance of your PIN code.
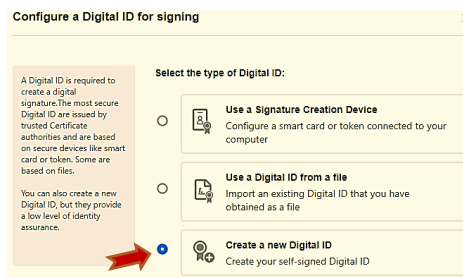
Obtaining Your Keybox PIN Code

- You will receive an email from Plant Operations informing you of your five-digit keybox PIN code.

- Your PIN code will be active in your authorized keybox within five (5) business days after receipt of this form with all electronic approval signatures.

- If at any time you would like a PIN change, please contact Plant Operations for your campus.

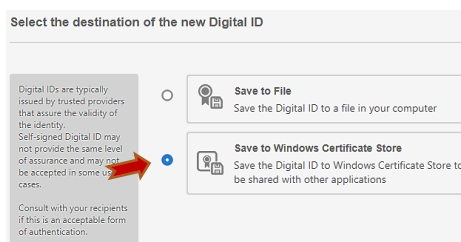- *NOTE: Your keybox access PIN will not work to open doors until all of the above steps have been completed.*

Creating Your Digital Signature

NOTE: You only have to do this once. After your electronic signature is setup, you can easily click on future forms to electronically sign them quickly.

(1) Select "A new digital ID"	(2) Select "Windows Certificate Store"	(3) Enter Name **and** Email Address. Leave all other fields alone.

(4) Click the Finish button and your electronic signature is ready to use.

TRI-C KEYBOX ACCESS RULES & REGULATIONS

Cuyahoga Community College strives to provide a safe environment for our campus community. An investment in controlled access (key systems, access cards systems and electronic keyboxes) is part of Tri-C's commitment to help ensure the safety of individuals and property.

Electronic keyboxes are located on various campuses to assist you in gaining access to areas you need.

Having access to a Tri-C 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 that of Tri-C for you to decline participation.

- A Tri-C *Keybox Access Request Form* must be approved by the Project Manger (for contractors only), Plant Operations and Tri-C Campus Police before you will be given access to a keybox.
- You may not loan, transfer, give possession of, misuse, modify, or alter Tri-C 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 immediately report it to:
  Tri-C Campus Police   (24-hour number 216-987-4325)
- You may not cause, allow, or contribute to the making of a copy/duplicate of any Tri-C key; **THAT IS A CRIME.**
- 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 Tri-C *Keybox Access Request Form* so that you are aware of your liability.
- 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 Plant Operations and Tri-C Campus Police.

The following must be reported to Tri-C Campus Police immediately. (24-hour number 216-987-4325):
- Loss or theft of a Tri-C 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 Tri-C Campus Police. Falsification of a police report is a criminal offense.

As a key-holder to Tri-C property, if you notice a suspicious person in an area, contact Tri-C Campus Police (216-987-4911) before a problem may develop in an area you are responsible for.

Notice to Contractors: Violations of these rules/regulations or the Tri-C 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 Plant Operations for your campus.