



## CSULB Security Key Box Policy/Electronic Lock access

(updated 6/22/2012)

University personnel, students and licensed contractors have a need to access workspaces appropriate to their position, work or project area of responsibility. As such, they will have access to a key or keys and/or electronic combination locks that allow access to those spaces. It is everyone's responsibility to maintain those keys and/or codes in a manner that does not compromise security of the facilities. Common sense must be used to make sure this happens. Do not leave keys sitting on machines, hanging in door locks, in vehicle ignitions or left in other building areas unattended. Do not write down pin numbers for the key boxes or locks where others could access that information. There are typically many people moving through the campus buildings and unattended keys are a risk. If a key or key ring is lost, or you think someone other than you knows your pin number report it immediately to your Supervisor, Manager, Project Manager or Facilities Coordinator who in turn will report it to the CSULB Lock Shop and University Police. Codes can be changed if needed. If the key(s) cannot be found, the individual who last checked the key out may be responsible for lost keys fines and/or the cost of rekeying the facility or facilities impacted by the lost keys to regain security. Or the department or contractor will assume responsibility ssby

throughout campus to which the following rules apply

key box, and/or an electronic lock the appropriate Supervisor,  
or work request to Key Issue. The request should contain:

(and phone included)

needed for access.

access.

6 digit pin number and instructions on how to remove  
an electronic lock. All pin numbers are assigned to an

