THE OHIO STATE UNIVERSITY

Key watcher boxes are electronic and are to be used to manage sub-master and master keys or key rings with full tracking ability as sub-master and master keys are to always remain on campus. All Units are responsible for managing their own key watcher box. Refer to Physical Access Management and Control Policy, master keys section.

Master keys provide a means to access multiple spaces and provide operational efficiencies but create opportunities for broad compromise exposure. Generally, building master keys will not be issued. To further mitigate potential exposure, units must adhere to the following:
1. Approved access to master keys is role-based as outlined in the Physical Access Type Considerations document. Requests for additional access must be submitted by **authorized key signers** through the delegate administrative area.
2. Master keys must remain on campus at all times.
3. Master keys, when not in use, must be stored in electronic key cabinets.

Both Systems Provide

- Instant, automatic SMS/email notifications
- Multiple access levels for users
- Allows units to see which keys are out and when they are due for return
- Reporting features
- History retention
- Profile feature provides a quick and easy way to assign users key and group permissions, access level, and many other settings
- Backup Battery for power outages
- Card readers because BUCK-ID access is required

Campus Key Cabinet Requirements

- Networked Connection (Ohio State managed switch)
- Standard power connection (120VAC)
- Data and Electric (if needed, by contractor or inhouse)
- Connection to virtual/hosted server (managed/programmed by unit and OCIO)
- BUCK-ID card reader
- Mounted ADA height

Medical Center Key Cabinet Requirements

- Hard-wired network connection (MCIT managed switch)
- Emergency power connection where available
- Use of existing MCIT server for managing the application
- Interior key panel to accept BEST 7 Pin SFIC
- Magnetic stripe card reader to read MC Badges
- Mounted ADA height

Building Requirements

- Student Life buildings require the installation of Keywatcher Truetouch by Morse Watchman. Student Life will manage the purchase and servicing of cabinets for SL buildings.
- Hospital buildings require the installation of KeySams by Key Systems, Inc. Medical Center Security will manage the boxes, and the units or construction projects will purchase their cabinets for the hospital facilities. Contact the Medical Center Security for vendors.
- University academic buildings can use either system. Customer will manage the purchase of their own system.
    - Lock & Key Services can support and service the KeySams Systems only.
    - Customers that purchase Keywatcher Truetouch will need to contract with the vendor for servicing.

Keywatcher Box (www.morsewatchmans.com) Used by Student Life	KeySams Electronic Key Cabinet (www.keysystemsinc.com) Used by Wexner Medical Center
Morse Watchmans, Inc. USA 2 Morse Rd. Oxford CT 06478 203-264-4949 800-423-8256 203-264-8367 Fax morse@morsewatchman.com	Thomas Door Controls, Inc. 4196 Indianola Ave. Columbus OH 43214 Darren Finney, Sales Coordinator 614-643-1910 Direct darren@thomasdoor.com
KTW-8 KWT-16 KWT-32 KWT-48 KWT-64 KWT-96 Card Reader	KTW-8 KWT-16 KWT-32 KWT-64 KWT-96 Card Reader