

Dear BGSU Student:

If you are a student living off-campus in Bowling Green, please continue reading the message below.

As you prepare to leave BG for the winter break, I want to encourage you to consider the tips and reminders listed below.

- Security Tips: The reality is that **break-ins and theft increase over extended university breaks.**
 - o Take **valuables** with you when possible, and hide or cover remaining valuables.
 - o Take **pictures** of or hide remaining valuables or equipment.
 - o Consider closing your **window shades** or blinds.
 - o Put **lights** on an automatic timer.
 - o Make sure that the last person out of your apartment **locks the doors.**
 - o Consider letting your **apartment manager** and/or a trusted friend or neighbor know when you'll be gone and to keep an eye on your residence.
 - o Notify the post-office to hold your **mail.** This can be done easily [on-line](#).

- Energy Efficiency and Safety Ideas
 - o Don't turn your **heat** off! Turn it down to no lower than 55 degrees. Your landlord can, and will, charge you for fixing frozen or busted pipes. Water damage to your property could be significant.
 - o Unplug non-essential **electrical appliances** and cords to avoid wasted energy and reduce risk of fire.

- "House" Cleaning
 - o **Snow Removal!** Don't forget to make arrangements for snow removal from sidewalks. *(*See attached brochure for information related to the City of BG ordinance.)*
 - o Remove **perishable food** from your refrigerator and cabinets.
 - o If you have **large furniture** to throw-away, check details related to [Heavy Item Pick-up](#) from the City of BG. Pickup begins the week of December 22, 2008 .*(*If you cannot get it removed in time, please call 354-6227 to arrange a pick-up. *A fee may be charged.)*
 - o Move **garbage containers** away from the curb after it has been picked-up.
 - o Check your yard for **trash** and/or other litter, and remove before leaving.
 - o Live **Christmas trees** should be appropriately taken care-of before leaving.

- Depending on the date your **rent** is due for December or January, **pay** before leaving if possible.

Happy Holidays! Enjoy your break!

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