

December 10, 2010

Dear BGSU Student:

If you are a BGSU student living off-campus in BG, the information below is most applicable to you. Please read below.

As you prepare to leave BG for the winter break (or for students not leaving home for the break), I want to encourage you to consider the tips and reminders listed below.

1. *Spring Courses*
 2. *Safety Tips*
 3. *Energy Efficiency*
 4. *House Cleaning*
1. **Don't forget to [register for spring 2011 semester!](#) Contact your College or Academic Advisor for assistance.**
 2. **Security Tips:** The reality is that **break-ins and theft increase over extended university breaks.**
 - Update your **contact information** in the Student Center of [MyBGSU](#).
 - Take **valuables** with you when possible, and hide or cover remaining valuables.
 - Take **pictures** of or hide remaining valuables or equipment.
 - Consider closing your **window shades** or blinds.
 - Put **lights** on an automatic timer.
 - Make sure that the last person out of your apartment **locks the doors.**
 - 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.
 - Notify the post-office to hold your **mail**. This can be done easily [on-line](#).
 3. **Energy Efficiency and Safety Ideas**
 - **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.
 - Unplug non-essential **electrical appliances** and cords to avoid wasted energy and reduce risk of fire.

4. “House” Cleaning

- **Snow Removal!** Don’t forget to make arrangements for snow removal from sidewalks.
- Remove **perishable food** from your refrigerator and cabinets.
- If you have **large furniture** to throw-away, please call the City of Bowling Green at (419) 354-6227 to arrange a pick-up. *There will be NO heavy item pick-up for December 2010. (*A fee may be charged.)*
- Move **garbage containers** away from the curb after it has been picked-up. If you can’t do this as required (within 24 hours), ask a neighbor for help.
- Check your yard for **trash** and/or other litter, and remove before leaving.
- Live **Christmas trees** should be appropriately taken care-of before leaving. Before January 10, 2011, please set your tree curb-side.
- Depending on the date your **rent** is due for December or January, **pay** before leaving if possible.

Happy Holidays! Enjoy your break!

Sincerely,
Andy Alt

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