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.
  - 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.

- 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.

- “House” Cleaning
  - 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.)
  - Remove perishable food from your refrigerator and cabinets.
  - 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.)
  - Move garbage containers away from the curb after it has been picked-up.
  - Check your yard for trash and/or other litter, and remove before leaving.
  - 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!