

BREAK CLOSING LIST

University breaks during the academic year are often the time at which off campus student rental housing is particularly vulnerable to property damage and theft. Use the safety and closing tips below to help ensure that your property is safe, secure, and your break stress-free.

UNIVERSITY BREAK HOUSING CHECKLIST

- LOCK ALL DOORS/WINDOWS (NEVER LEAVE A SPARE KEY IN AN OBVIOUS PLACE - UNDER DOOR MAT, ABOVE DOOR, ETC.)
- SET LIGHTS ON AN AUTOMATIC TIMER TO MAKE IT APPEAR SOMEONE IS HOME
- HAVE YOUR MAIL/SUBSCRIPTIONS STOPPED OR HAVE A FRIEND PICK THEM UP (THIS CAN PREVENT PEOPLE FROM KNOWING YOU'RE GONE FOR AN EXTENDED PERIOD OF TIME)
- REMOVE OR SECURE VALUABLE ITEMS (TELEVISIONS, COMPUTERS, JEWELRY, PERSONAL DOCUMENTS, ETC.) - RECORD SERIAL NUMBERS AND KEEP A SECURE LIST IN CASE LAW ENFORCEMENT NEEDS TO INVESTIGATE A THEFT
- COORDINATE WITH YOUR HOUSEMATES WHEN YOU PLAN ON LEAVING/RETURNING
- REMOVE PERISHABLE ITEMS FROM THE REFRIGERATOR AND DISPOSE OF OPEN FOOD CONTAINERS
- EMPTY GARBAGE AND RECYCLING BINS - LEAVING BAGS OF GARBAGE IN OR OUTSIDE YOUR HOUSE ENCOURAGES UNWANTED CRITTERS!
- HAVE A PLAN FOR SNOW AND ICE REMOVAL - CHECK YOUR LEASE TO SEE WHOSE RESPONSIBILITY IT IS; LET YOUR LANDLORD KNOW IF YOU'LL BE AWAY FROM THE HOUSE FOR AN EXTENDED PERIOD OF TIME.

CONSERVE ENERGY AND SAVE MONEY

- UNPLUG SMALL APPLIANCES (TOASTERS, MICROWAVES, TVS, ETC.)
- ADJUST THE SETTING ON YOUR THERMOSTAT/WATER HEATER. IF "VACATION MODE" IS NOT AN OPTION, CONSIDER USING LOWER TEMPERATURES. IN COLD WEATHER, HEATING THERMOSTATS SHOULD NOT BE SET LOWER THAN 55-60 DEGREES. REFERENCE YOUR LEASE, THERE MAY BE SPECIFIC INSTRUCTIONS THERE!

THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

OFF CAMPUS & COMMUTER
STUDENT LIFE