

SCHOOL BREAKS CHECKLIST

SAFEGUARDING YOUR HOME AGAINST THEFT

- Make sure you lock all the doors and windows, even on the upper floors.
- Bring home any valuables (e.g. jewelry, laptops, video game consoles, etc.) Consider taking anything sentimental you would miss if it were gone. Consider bringing important documents, like your birth certificate.
- Ask a neighbor to keep an eye on your home. Tell them you're not expecting anyone and to call you if they see someone on your property.
- If possible, and you're really worried, leave the radio on or get timed lights to give off the appearance that someone is home.
- Consider storing your outdoor furniture inside, like the garage. However, do not store your grill in your home.
- If you have an electronic garage door, disconnect it. It's easier to break in through electronic garage doors.

SAFEGUARDING AGAINST FIRE/FLOOD

- Unplug any large electronics, such as the TV, extension cords, or computers.
- Do not leave anything on or lit (e.g. candles, wax warmers, incense, or fireplaces).
- If you are having trouble with your toilets running, or your washer machine, first tell your landlord. Then ask if you can turn off the water as a safety precaution.
- If it is winter, turn your heat to around 55 degrees. This prevents the pipes from freezing.
- Walk around to check if you left any faucets on.

DO "FUTURE YOU" A FAVOR

- Stop any delivery services, such as mail or newspapers. This is easy and free, and can usually be found online.
- Throw away anything perishable that you won't use, and take out the garbage and recycling.
- Clean out your fridge.
- Pay your bills, possibly ahead of time if needed. Just because you're on vacation doesn't mean your utilities are.
- Let your landlord know if you'll be gone more than two weeks. It can be assumed you've vacated unless they've gotten any indication otherwise from you in advance.
- If you generally get prescriptions from a local pharmacy, make sure you communicate with them to ensure your ability to get your medications elsewhere.
- Consider signing up for SB Guardian. It can be used in the event you return to campus and something is wrong.
- Don't leave any pets unattended in the home under any circumstances. This is animal abuse, as you're neglecting them, and is serious both morally and legally.

CHECKLIST FOR COMING BACK

- If anything looks different, such as damage to your home, items missing, lights turned on or any doors or windows open, **contact the police immediately**. Do not go inside. At that time contact any roommates and ask them if they came back before scheduled.
- Plug-in any appliances.
- Tell your neighbor and/or landlord that you are back.
- Let your sinks run for a little and flush the toilets to check the water lines.
- Pick up your mail and start service back up.

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