



# TSC CORPORATION NEWS

Winter 2006 - 2007

## Insurance Reminder

Per your lease agreement, all residents are required to obtain and keep current, contents and liability insurance for their rented properties. The Corporation insurance carrier requires that we forward copies of these individual policies to them. Please forward a copy of your policy to us as soon as possible, but no later than February 28, 2007. Beyond this point in time, our insurance carrier will be contacting you directly for this information.

## Emergency Contact Information

Regular Maintenance Requests may be communicated to the office between 8:00 a.m. and 4:30 p.m.

### Weekdays

TSC Corporation Office    771-3312  
Scott and Shawn            771-2885  
Email:                        [tscorp@tcnj.edu](mailto:tscorp@tcnj.edu)  
Website:

<http://www.tcnj.edu/~tscorp/index.html>

### After Hour Emergencies

Scott Allen                    818-1954  
Shawn Kochis                883-4614  
Campus Police                771-2167

## Snow Removal



In the event of a snowfall, shoveling crews and plows will be dispatched throughout Corporation neighborhoods in an effort to clear a number of residences simultaneously. The starting point will be rotated with each snow removal.

Please keep in mind that the township and state must remove snow from streets prior to the Corporation being able to remove snow from driveways.

Snow removal will occur in the following order of priority:

\* **Parking Areas & Driveways.** After the public roadways have been plowed and are made passable, the Corporation will concentrate on removing snow from parking areas and driveways. Removal of snow from driveways will commence when the snowfall has accumulated to an approximate level of three inches. Residents must remove their vehicles long enough for the plow to do its job. If you plan to be on vacation or out of the area during any portion of the winter months, please leave a key with a volunteer friend or family member who can help out by moving your car or checking on your home, as necessary.

*(continued on next page)*

# Winter is Here!

With the winter weather arriving, all residents are reminded to take precautions to keep homes and apartments safe during the freezing cold temperatures. The Trenton State College Corporation would like to review several guidelines that will help protect the safety of the home and your possessions inside of it:

- \* Residents are reminded that they are responsible for winterizing their exterior hose bibs. If you haven't done so already, water should be flushed from the lines to prevent them from freezing and cracking. If you have an outside water spigot, you should shut off the water valve on the inside of the unit or house and leave the water spigot open at the outside of the house. **Hoses should be disconnected and stored until the warm weather arrives.**
- \* If you intend to be away from your home or apartment for an extended period of time, **the thermostat in your residence should not be set below 60 degrees.** If your thermostat is located on the first floor, it will not pick up the actual temperature of your bathroom on the second floor. You may want to keep all room doors open to allow for warm air to circulate.
- \* If extremely cold weather is anticipated, (below 20 degrees), you may want to take the following precautions: Allow water to trickle from faucets where pipes are located near exterior walls; open cabinet doors under sinks in order to allow heat into the enclosed areas.
- \* If you have a ruptured pipe, **immediately:** a) turn off the water supply to your home (shut off valves may be located in basements or utility rooms, so please familiarize yourself with the valve prior to an emergency), b) call the office or use the emergency call list for immediate assistance.
- \* Double-check your renter's insurance and contents protection. The Corporation insurance will not cover any personal items or losses.

## TSCC Welcomes Courtney Mink...

The Trenton State College Corporation would like to welcome Courtney Mink, our new Office Manager. Courtney joins us from Educational Testing Service where she was a Research Staff Assistant. She is a recent graduate of Rutgers University, New Brunswick, where she received her Bachelors Degree in American Studies.

## TSCC Board of Directors Meetings: 2006-2007 Academic Year

January 25<sup>th</sup>  
March 22<sup>nd</sup>  
May 8<sup>th</sup>

All meetings will take place in Loser Hall, room 120 at 8:00AM. After a brief closed session, the meeting will be open to the general public.

## Snow Removal (continued from previous page)

- \* **Sidewalks & Entranceways.** Removal of snow from sidewalks and entranceways will commence when the snowfall has stopped. Snow will be removed from the entrance door of each home to the drive or to a common sidewalk. Public walks and entranceways will be cleared at various properties simultaneously.
- \* **Application of De-icing Material.** After the removal of snow from streets, driveways, entranceways, and walks, the Corporation may apply a de-icing material if needed.
- \* **Please be patient...** all plowing and shoveling will be done as quickly and effectively as possible. Any questions? Call the TSCC at 771.3312.

The Trenton State College Corporation would like to wish you and your families a Happy and Prosperous 2007!