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## Bed Bug Checklist for Building Managers/Landlord

Eliminating a bed bug problem is not an easy task. There is no “magic bullet” - the process will be complicated and time consuming. Effectively eliminating bed bugs demands the cooperation between tenants, the pest control company, and building management. Everyone will have a different role to play in getting rid of this most difficult of pests. You must talk to the tenants about the problem as they will be part of the solution and hire a pest control company that has experience and expertise with controlling bed bugs.

Below is a checklist of strategies for preventing, eliminating and avoiding the spread of bed bug infestations. This is only a suggested checklist. Every building is different and may require steps not listed here to eliminate bed bugs. If you use a licensed, experienced pest control company always follow their directions.

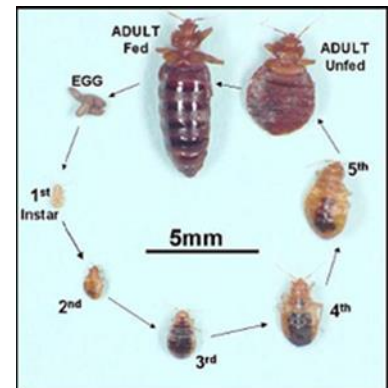
### ✓ **Be Proactive**

Use good building practices and maintenance to prevent pest problems.

- Caulk baseboards, loose tiles, chair-rail moldings
- Remove carpeting when possible
- Fix storage and clutter issues in common areas

### ✓ **Develop a “bed bug action plan” for your building(s). Include strategies for:**

- Responding to reports or complaints
- Eliminating infestations
- Containing Infestations
- Disposing of infested furniture
- Educating and advising tenants
- Managing requests for re-location



### ✓ **Inform and educate tenants and staff about bed bugs before they become a problem.**

This will create awareness and encourage early detection.

- What bed bugs are?
- What bed bugs look like?
- What the signs of a bed bug infestation
- How bed bugs are introduced and spread throughout buildings
- How to prevent bed bugs from becoming a problem (i.e. discouraging “alley” mattresses or furniture; early detection)
- What to do if you suspect you have a bed bug problem



If bed bugs are a recurring problem, consider having periodic inspections, buying a steam cleaner (steam heated to at least 170 degrees) and training staff to operate it, or making serious Repairs to building (i.e. replacing carpeting with hardwood floors).

✓ **Responding to a Complaint**

- Respond sympathetically and avoid blame
- Arrange for a professional inspection

✓ **Inspect all adjacent apartments (above, below, and on both sides) of the likely infested unit**

- Schedule an intervention for all apartments where bed bugs are found
- Educate tenants on what they can, and should, do NOW
- Give them a tenant checklist or factsheet
- Explain to them how the pest control company wants them to prepare for inspection
- Discourage them from throwing away belongings and/or furniture. If they insist, explain to them how to do so properly

✓ **Once an Infestation is confirmed**

- Educate tenants on how to prepare for treatment
- Educate staff on their roles and responsibilities
- Implement system of monitoring. Here are some suggestions:
  - Interceptors (buy or make)
  - Canine scent detectors
  - Tenant or management inspections



✓ **Prevent the spread of the infestation by doing the following:**

- Inspect all adjacent apartments above, below, and on both sides on a regular basis
- Consider buying or encouraging tenants in adjacent units to buy mattress covers
- Encourage tenants in adjacent units to be aware and report signs of bed bugs immediately
- Seal and make repairs to infested and adjacent apartments
- Caulk or seal cracks and crevices near beds such as those along baseboards, around pipe chases, or around heating and AC units
- Repair holes and other damage in walls
- Repair molding, peeling wall paper, chipping paint and any other damage that may provide hiding places for bed bugs

✓ **Hiring a Pest Control Company:**

Don't Throw Your Money Away To successfully eliminate bed bugs, we recommend hiring a company experienced in bed bug control and one that has an Integrated Pest Management (IPM) approach to bed bug control. Do not hire a company based on price alone. You'll just be throwing your money away and will spend more in the long-run.

✓ **Here are some tips on how to choose a pest control company for bed bug work:**

- Make sure they are licensed and insured
- Ask them to describe their action plan in details
- Ask them what you will have to do; and what tenants will have to do
- Ask for references for bed bug work and check them
- Beware of the lowest bidder
- Beware of any "guarantees"