

## **Bed Bug Protocol**

1. Read and follow every instruction below to ensure thorough and proper treatment.
2. If you suspect that you may have bed bugs, you should capture one either in a plastic container or on a piece of tape. Once you have done this, please contact the Housing Coordinator to start the process of eradication.
3. It is imperative that **NOTHING** leave your room unless it is first treated including your personal bedding and pillows. NOTE: Any food and items that are sensitive to high heat (soda cans, aerosol cans, laptops, electronics, and musical instruments) must be visually checked for bugs before being removed from room without heat treating.
4. If you need a dissolvable laundry bag to wash your clothes, let the Housing Coordinator know. Do not tie a knot to close the bags—use the dissolvable ties provided.
5. Maintenance staff will deliver a Green Suitcase and heater for non-washable items (shoes, books, dry clean only items, etc.) that you need to take with you to your temporary room. Clear off a desk or table for staging treated items and the suitcase heater. This suitcase heater must remain in the room until further notice.
6. Follow instructions attached to heater carefully
  - a. Place the items in the suitcase leaving an air space between items. This will also be used to treat the clothes that you will wear out of the room. **DO NOT OVERFILL THE SUITCASE.** Overfilling the suitcase will result in the items not being treated properly.
  - b. Plug in the heater and connect it to the suitcase.
  - c. Turn the thermostat and heater on. Once heater reaches 120 degrees start the timer and let run 20-30 minutes per treatment cycle.
  - d. Turn it off when it is done and leave it in the room.
7. ALL personal items on the floor need to be picked up and placed on the beds to allow for even distribution of heat throughout the room. Only very heavy items should stay on the floor.



### **DO NOT TAKE SHORT CUTS—TO KILL THE BUGS AND PREVENT A REINFESTATION ALL STEPS MUST BE FOLLOWED**

8. Refrigerators must be emptied, unplugged and placed in the bathroom before the room is treated. A refrigerator will be available in your temporary room.
9. Once these steps have been followed, call the Maintenance Help Desk at ext. 1042, give them your name, room number and let them know you are ready for them to begin the bed bug treatment.
10. Maintenance will seal and treat the room for a minimum of 72 hours at 120° after which they will inspect the room. It is imperative that you do not re-enter your room once treatment has started.
11. Once the treatment is complete, the tape will be removed from the door indicating it is safe to enter the room.
12. You must vacuum the room thoroughly *before* moving items back in and arranging your room.
13. Leave the bedding in the temporary room and let the Housing Coordinator know when you are completely moved back to your room.