

The following document was prepared by the Structural Pest Management Association of Ontario and is a collaboration of industry professionals for the purpose of setting industry standards for the treatment of bed bugs in multi unit buildings. The document contains our Tenant Preparation Form and is meant to be used by property management and tenants.

Bed Bug Treatment Preparation Form

Before the treatment begins, all occupants of the units being treated are to leave and not enter for a minimum of 3 hours but preferably 6-8 hours after the technician arrives. Pets such as: dogs, cats, birds, hamsters, etc. should be removed from the suite before treatment begins and kept out for 6-8 hours. Aquariums can remain in place as long as the filtrations and aeration systems are turned off and the tank is adequately covered. Filtration and aeration equipment should be turned back on 6 hours after treatment.

Clutter:

To improve the results of the treatment the tenant is required to remove all clutter from the unit.

Tenant Preparation. The tenant should if possible:

- Steam Clean, wet vacuum or shampoo any carpeting.
- Vacuum the mattress at the crevices, handles & buttons.
- Also vacuum bed frame, baseboards and objects/flooring close to bed.
- Discard the vacuum bag. (placed in tightly sealed garbage bag before disposal)
- Mattress & Box Spring covers that are impermeable to bedbugs can be used.
- Tenants should bag up all clothing that is in contact with the floor, or in nearby dressers. This clothing should be washed in hot water or dry cleaned. Clean clothing should remain out of the room until after treatment is complete.
- Bookshelves, nightstands or other furniture in the immediate area must be emptied so that the technician can spray the undersides of the furniture. Place all items in tightly sealed garbage bags and leave them in the room to be treated.

Laundering:

- All clothing items that are to be either placed in the dryer or laundered in the wash are to be placed in garbage bags, sealed and emptied directly into the machines. When the laundering cycles are complete, the clean laundry should be placed in **NEW** garbage bags, sealed and kept that way throughout the entire treatment process.
- The garbage bags used for transporting clothing articles to the laundry room should be discarded with care as they may contain bed bugs.
- If water soluble bags are available they should be used to collect sheets and clothing and put directly into the wash. This is strongly recommended for severe infestations.
- **IMPORTANT:** make sure you launder items in **HOT** water. Cold water will not kill the bugs or their eggs.
- Clean clothes can be sanitized by placing them in the dryer on high for 20 minutes.

Beds:

- Bed should be bare when the technician arrives. All bedding, slip covers, pillow cases, etc. must be removed prior to the tech arriving. Soiled clothing, blankets, comforters, and pillow cases, etc. should be washed in hot water (separate from all other laundry) or dry cleaned by client, before or soon after the treatment to avoid resurgence of Bed Bugs. Have clean bedding ready for use.
- The sheets, blankets, box spring skirts etc. should be laundered as per above.
- Pillows should also be placed in the dryer on high heat for 20 minutes.

Dressers & Night Tables:

- All clothing contents of all dressers are to be placed in garbage bags and placed in the dryer cycle on hot for a minimum of 20 minutes
- All articles on top of dresser are to be removed
- Dressers are to be completely empty for treatment
- Bookshelves, nightstands or other furniture in the immediate area must be emptied so that the technician can spray the undersides of the furniture. Place all items in tightly sealed garbage bags and leave them in the room to be treated.
- Furniture and items should be moved at least 30 cm (12 inches) away from the walls to facilitate spraying of the baseboards.

If shelving, drawers are dirty please clean first. If they are not very dirty please do not clean.

Closets:

- All closets including linen closets are to be emptied of all articles on the floor, shelving and hanging clothes.
- All clean articles should be placed in the dryer on high heat for a minimum of 20 minutes at 60° C.
- All soiled articles need to be washed in hot water and then dried in high heat.
- **Please Note:** Laundromat dryers have lower heat settings and may not heat up to 60° C.

Sofas & Chairs:

- All chair covers, throws and pillows must be laundered prior to treatment

Baby Cribs:

- All linen is to be laundered
- All toys should be washed in soapy hot water
- All plush, stuffed toys should be placed in dryer on high heat for 20 minutes.

Discarding of Old Mattresses and Furniture:

All items should be taken directly to the dumpster.

- When discarding the above old furnishings, they should be first wrapped in plastic and sealed with duct tape to avoid the bugs falling off in the hallways etc.
- If you feel that your mattress or box spring is infested and you plan on throwing them out, Please use a box cutter or knife and make them unusable so that someone else doesn't bring it back into the building and infests their apartment.
- The same should be done with old furniture.
- Please ask the building management for the necessary supplies.

**PLEASE LEAVE THIS FORM ON YOUR KITCHEN COUNTER
FOR THE TECHNICIAN TO REVIEW.**

Preparation Item	Before Technician Arrives			Completed		
Bed	YES	NO	N/A	YES	NO	N/A
Launder and Dry Linen including bed skirts (Hot Cycles)						
Launder and Dry Pillow Cases (Hot Cycles)						
Pillows – Place in Drier then Bag and Seal						
Comforter - Washed and Placed in Sealed Bag						
Bed - Bare Mattress & Box Spring						

Preparation Item	Before Technician Arrives			Completed		
Furniture	YES	NO	N/A	YES	NO	N/A
Nightstands - Place Contents in Sealed Bag						
Dressers – Launder & Place Contents in Sealed Bag						
Shelves - Place Contents in Sealed Bag						

Preparation Item	Before Technician Arrives			Completed		
Other Areas	YES	NO	N/A	YES	NO	N/A
Closet –Launder & Place Contents in Sealed Bag or Container						
Reduce Clutter - Place Items in Sealed Containers						
Furniture moved 15inches away from walls to facilitate baseboard treatment.						

** Keep items not in use in bags until the unit has been deemed pest free.*

Please write down where you have been seeing bed bugs or evidence of:

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