

## **HOUSING AUTHORITY of the CITY OF SUMMIT**

### **Bed Bug Policy**

The Housing Authority of the City of Summit recognizes that there is a nationwide problem of the infestation of bed bugs. In an effort to be proactive to address this issue, the Authority has established this policy in an attempt to define the roles and responsibilities of our residents, their families and care givers, and the Authority staff in an effort to prevent bed bug episodes to the best extent possible and to address the treatment of bed bug infestations when they occur.

#### **Prior to Move In:**

New Residents will be briefed by Authority staff on the precautionary measures that can be taken to minimize the potential for an infestation, such as reducing clutter in their apartment, vacuuming all rooms on a regular basis and maintaining their unit in a clean and sanitary condition at all times. New residents will be given handouts of the most current available information from the pest control industry regarding tips to prevent bed bug infestations.

All new residents must provide documentation from a licensed pest control provider that all their furniture and possessions have been thoroughly inspected for any bed bug infestation, and, must certify that the items are clear of any infestation prior to moving the items into the property. If there is evidence of bed bugs, the move-in will be denied until all items have been fully treated and no evidence of an active bed bug infestation exists.

#### **Existing Residents:**

The Housing Authority is committed to taking a proactive approach to reduce the likelihood that residents will experience an infestation of bed bugs. We can only do so with the cooperation and assistance of our residents, their family members and their daily care givers to be diligent in inspecting the areas where bed bugs are likely to hide and fester.

Bed Bugs are generally active at night and hide during the day. The females lay white eggs in crevices and cracks typically in areas such as the seams of your mattress, sofa or favorite chair. They are parasites that will typically bite humans while they are sleeping, resting or sitting in the same location for extended periods of time. It is important for residents and their regular guests to inspect these areas frequently for any evidence of active bed bug activity. Installing a mattress cover is recommended as one preventive measure.

In the event that a resident experiences a bed bug problem, you must follow the following **Bed Bug Procedure**:

- 1) Immediately notify the office so our staff may inspect the condition and request assistance from our exterminator, if necessary.
- 2) Allow our exterminator to chemically treat the infested areas.
- 3) Follow all the required prep procedures as instructed by the exterminator. This will include, but may not be limited to, having all clothing and linens immediately washed and dried at a high temperature prior to the treatment of the infested areas in the apartment by the exterminator.
- 4) **DO NOT** move any personal items, such as clothing, mattresses or any furniture through the common areas of the building.
- 5) Any items that are recommended to be disposed of **MUST BE** wrapped and sealed in plastic prior to being removed from the apartment. Mattresses and box springs must be placed in mattress covers prior to being removed from the apartment.
- 6) After treatment, vacuum the infested areas daily for no less than 30 days and place vacuum bags in a sealed container and dispose them into the large dumpsters outside of the building. **DO NOT PLACE THE VACUUM BAGS INTO THE COMPACTOR CHUTE.**
- 7) Allow the Authority and/or its exterminator, to inspect the apartment at recommended intervals to insure the bed bug treatment was successful.

The resident is totally responsible to insure that the prep procedures are followed precisely and completely as instructed. The bed bug treatment will not be successful if the prep is not fully completed as prescribed. Financial responsibility for the cost of the prep procedures, whether completed by the individual resident or by a prep service company hired by the resident, or hired by the Housing Authority due to lack of compliance by the resident, will be the responsibility of the resident.

In the event that you fail to immediately notify the Housing Authority about an infestation of bed bugs, the Authority reserves the right to hold the resident financially responsible for all damage caused by the infestation. The failure to report this problem could result in the entire building being infested with bed bugs. Please take every precaution to ensure that you are not the source of this problem.

### The Authority:

It is the intention of the Summit Housing Authority to be proactive in addressing the issue of bed bugs. Only with the cooperation of our residents will we be successful in staying ahead of this nationwide epidemic and treating infestations when they occur.

The Authority will:

- 1) Provide the most current informational material to our residents as it is made available and updated by the pest control industry regarding bed bugs.
- 2) Schedule an annual presentation by pest control professionals for all new residents on how to recognize bed bugs and receive up to date tips on recommendations on how to attempt to prevent bed bug infestations. Residents in occupancy longer may attend the briefing as a refresher.
- 3) Conduct a full "dog sweep" of all the apartments and common areas in the building(s) not less than once a year. This schedule may be enhanced or reduced based on the results of past sweepings and/or bed bug episodes.
- 4) All tenant's mattresses will be inspected for evidence of bed bugs by Housing Authority staff during the residents annual apartment inspection.
- 5) For apartments that experienced a bed bug infestation, the Authority will have that unit inspected monthly by its regular exterminator for a period of not less than 3 months after final bed bug treatment.

The Housing Authority will be responsible for the costs of the initial bed bug treatment only. It will remain responsible during the exterminator's guarantee which currently is a period not to exceed 90 days from treatment. In the event a resident has a reoccurrence of bed bugs after treatment and within 180 days after the exterminator guarantee expires, the cost of re-treatment of the apartment will be the responsibility of the resident. Infestations that occur past the 180 days will be considered a new initial episode.

The Authority **will not** be financially responsible for any costs incurred by the resident, such as prep procedure costs; laundering and/or dry cleaning costs; storage costs; costs associated with moving any furnishings or personal belongings; replacement costs of any furnishings, beds, mattresses, box springs, clothing, linens and/or any other personal items; medical costs; or costs associated with the emotional condition of the resident, as a result of a bed bug infestation, bed bug inspection, or bed bug informational session. Additionally, the Authority **will not** be financially responsible for any of these same costs that may be incurred by any family members, guests, care givers, service technicians, aides or any persons associated with the resident and/or their apartment at any property owned or managed by the Summit Housing Authority for those same reasons.

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