

Tewksbury Housing Authority

Saunders Circle, Tewksbury, MA 01876

Bed Bug Management Plan THA & Tenant Roles and Responsibilities

Bed bugs are a problem that can only be solved when both parties (THA and tenant) work simultaneously toward a common goal, extermination and elimination. Regulations require the tenant's cooperation in order to successfully eliminate the presence of bed bugs. Without proper treatment, bed bugs are difficult to contain and have the potential to infest neighboring housing units. In addition, if a tenant relocates and the proper treatment has not taken place, the bed bugs will move with the tenant as bed bugs can be carried in furniture, bedding, clothing, etc. THA will not be responsible for the reimbursement and/or replacement of any tenant furniture, clothing, household items, hotel stays and medical expenses.

The following plan outlines the roles and responsibilities of THA (landlord) and the tenant in the treatment of bed bugs:

THA

- Inspect residence for infestation within one work day of receipt of emergency work order.
- Schedule treatment date as soon as possible, but no later than three days after the initial inspection (subject to tenant readiness).
- Provide at initial inspection information on where special bed bug mattress and box spring encasements can be purchased for use on all mattresses and box springs. Tenant may purchase these items at their own expense.
- Provide a dozen (12) large trash bags at no charge to the tenant for the storage of clothing, towels, toys, other linens, etc. prior to and during treatment.
- Treat residence including furniture.
 - * If infested furniture does not respond to treatment, THA will dispose of furniture at tenant's request OR tenant can have furniture professionally re-treated at their expense. Proof of re-treatment MUST be provided to THA within 48 hours of determination that initial treatment was unsuccessful. If the retreatment of furniture is deemed unsuccessful, tenant may be required to dispose of furniture.
- Perform follow-up with tenant within 14 days of treatment to ensure treatment was effective.
- Perform additional treatments as necessary.

TENANT

- Tenant must be onsite at the scheduled time when the initial inspection is conducted.
- For treatment to be effective, tenant must perform the tasks listed below prior to the scheduled treatment date. THA encourages tenant to complete items listed as soon as possible in order to minimize severity of bed bug presence and resolve the problem quickly.
 1. Remove all sheets, blankets, mattress covers, pillowcases, etc. from beds and wash in hot water (120+ degrees recommended) and dry in clothes dryer on the highest heat setting for at least 30 minutes. Fold them and place them in plastic garbage bags and seal the plastic bags tightly. Do not put them back on the bed until the evening after treatment.
 2. Remove everything from bedrooms and hall closets. Closets, dresser drawers, and night stand drawers **must be empty**. Remove all clothing, toys, boxes, etc. from bedroom floors.
 3. Wash all clothing, towels, and other linens in hot water (120+ degrees recommended) and dry in the dryer on the highest heat setting for at least 30 minutes. Place clean items inside airtight plastic storage bins or plastic garbage bags that are sealed tightly and store until after treatment.
 4. Vacuum (using disposable vacuum cleaner bags) all furniture, dresser drawers, night stand drawers, mattresses, and box springs. Place disposable vacuum cleaner bag inside plastic garbage bag that is sealed tightly and discard in outdoor trash receptacle immediately.
 5. Move all furniture to the center of the room(s) being treated.
 6. Discard all cardboard hangers, boxes, etc.
 7. Remove all pictures from walls.
 8. If purchased, place all bed bug mattress encasements on all beds. The bed bug mattress encasement is an effective bed bug killer when combined with treatment and **must remain on the mattress for at least one year**. If the mattress or box spring encasement becomes torn or damaged it is the tenant's responsibility to replace.
 9. Discarded mattresses, box springs, furniture, etc. must not be placed in dumpsters; they must be removed from the premises.
 10. Remain out of the residence for four hours after treatment (includes all household members and pets).

- Furniture that does not respond to treatment must be disposed of or professionally treated. If tenant chooses to dispose of furniture, it MUST be removed from the premises. If tenant chooses not to dispose of infested furniture they MUST have it re-treated (at their expense and within 48 hours of determination that initial treatment was unsuccessful) by a licensed exterminator. Tenant must provide proof of re-treatment to THA within 72 hours of determination that initial treatment was unsuccessful.

FAILURE TO COMPLY: If treatment is scheduled and the exterminator determines that tenant has not performed the above stated responsibilities, the following will occur:

- 1. Treatment will be cancelled by the exterminator***
- 2. Tenant may be held financially responsible for all costs incurred for proper treatment of unit.***
- 3. Tenant lease may be terminated at THA 's discretion.***

TENANT STATEMENT OF CERTIFICATION I, _____, certify that I have read and understand the roles and responsibilities (THA and tenant) as stated above and agree to perform them in order to successfully eliminate the presence of bed bugs.

Tenant Signature _____ Date _____

THA Signature _____ Date _____

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Bed Bug Management Plan Prevention Tips

- Wash all bedding regularly in hot water. The water should be at least 120 degrees.
- Use bed bug encasements on all mattresses and box springs. Can be found in most stores such as Walmart, Target, Kohl's & Costco.
- Check your own bed for bed bugs from time to time. Catching them early will make bedbug treatment easier if bed bugs do occur.
- Vacuum floors regularly. Use the brush tool of your vacuum to vacuum your mattress. Use the crevice tool to vacuum crevices in the mattress and your baseboards.
- Clean up clutter to reduce hiding spots.
- Caulk holes in floors and walls.
- When purchasing second hand clothing, place all garments in a sealed bag until they can be washed and place in a dryer on high heat for 15 to 30 minutes.
- If you purchase used furniture, examine it for bed bugs. Pay special attention to used mattresses and bed frames.
- When traveling, check your room for signs of bed bugs such as bloodstains on the pillows or linens. Inspect mattress seams, look behind headboards and pictures. If you suspect you may have brought bed bugs home, place infected items in the dryer or freezer.
- After you return from a trip, check your luggage for insects that might have hitched a ride.