

NORTHEAST GEORGIA HOUSING AUTHORITY**BED BUG POLICY****Amended March 13, 2019**

Bed bugs are a growing national problem, and as a result, this policy has been created for both the Multi Family Program and Queen Street Apartments. The purpose of this policy is to set forth the roles and responsibilities of all parties (NORTHEAST GEORGIA HOUSING AUTHORITY and Resident) in minimizing the potential for bed bugs. All furniture is subject to inspection for bed bugs prior to Move In. The policy will also provide guidance in cases where bed bugs are present in order to eliminate them as quickly as possible.

Bed bugs are difficult to contain without the proper treatment. Therefore it is imperative that all parties work simultaneously toward a common goal, extermination and elimination. Left untreated bed bugs can spread throughout a residence affecting current and future residents.

NORTHEAST GEORGIA HOUSING AUTHORITY Roles and Responsibilities:

Upon notification, NORTHEAST GEORGIA HOUSING AUTHORITY will perform an initial inspection of the resident's dwelling using the "Maintenance Tracking Sheet". If it is determined that bed bugs are present, NORTHEAST GEORGIA HOUSING AUTHORITY will provide the resident with the "NORTHEAST GEORGIA HOUSING AUTHORITY Resident Roles and Responsibilities" document. This document will be explained to the resident to ensure understanding and compliance prior to treatment. In addition, NORTHEAST GEORGIA HOUSING AUTHORITY will secure the residents signature indicating understanding of the document. Upon successful completion by the resident of their roles and responsibilities NORTHEAST GEORGIA HOUSING AUTHORITY will professionally treat the residence and perform follow-up to ensure treatment was successful.

In order to educate residents and minimize potential for the presence of bed bugs, NORTHEAST GEORGIA HOUSING AUTHORITY has created a "Prevention Tips" document.

Resident Roles and Responsibilities:

HUD regulations require the resident's cooperation in order to successfully eliminate the presence of bed bugs. Therefore, it is the resident's responsibility to call in a work order as soon as the presence of bed bugs is suspected. This will allow NORTHEAST GEORGIA HOUSING AUTHORITY to address the potential infestation at its onset and before it affects other residents. In addition, resident must be onsite when the initial inspection is conducted. If it is determined by NORTHEAST GEORGIA HOUSING AUTHORITY that bed bugs are present, the resident must complete all items listed on the "NORTHEAST GEORGIA HOUSING AUTHORITY & Resident roles and Responsibilities" prior to treatment and as soon as possible. This will help to minimize the severity of bed bug presence and resolve the problem quickly. A resident may be deemed in violation of sections 23 in the Multifamily lease agreement and sections 10 (b) (1), 10 (b) (5), 10 (b) (6), 14 (a), and 24 (d) (2) (b) of the Queen St. Apartments lease agreement if they fail to fully cooperate and comply with their roles and responsibilities.

Bed Bug Policy Attachments

- Maintenance Tracking Sheet
- NORTHEAST GEORGIA HOUSING AUTHORITY & Resident Roles and Responsibilities
- Prevention Tips

NORTHEAST GEORGIA HOUSING AUTHORITY

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.
- 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. You will need to call in a work order to maintenance.
- 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.
- Educational brochures are provided for all residents.

NORTHEAST GEORGIA HOUSING AUTHORITY

Bed Bug Management Plan

NORTHEAST GEORGIA HOUSING AUTHORITY & Resident Roles and Responsibilities

It has been determined, based on the inspection of your residence that bed bugs are present and professional treatment is required. Bed bugs are a problem that can only be solved when both parties (NORTHEAST GEORGIA HOUSING AUTHORITY and resident) work simultaneously toward a common goal, extermination and elimination. HUD regulations require the resident'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 resident relocates and the proper treatment has not taken place, the bed bugs will move with the resident as bed bugs can be carried in furniture, bedding, clothing, etc. NORTHEAST GEORGIA HOUSING AUTHORITY will not be responsible for the reimbursement and/or replacement of any resident furniture, clothing, household items, and medical expenses.

The following plan outlines the roles and responsibilities of NORTHEAST GEORGIA HOUSING AUTHORITY and the resident in the treatment of bed bugs:

NORTHEAST GEORGIA HOUSING AUTHORITY

- Inspect residence for infestation within a reasonable time of receipt of work order.
- Schedule treatment date as soon as possible, within a reasonable time period.
- Provide large trash bags at no charge to the resident for the storage of clothing, towels, toys, other linens, etc. prior to and during treatment.
- Site Manager and Maintenance Manager will review all resident responsibilities to insure full comprehension of agreement.

A housing representative will do the preliminary inspection on _____ prior to Scheduled treatment date of _____ to insure resident has completed responsibilities.

- Treat residence including furniture.
- Perform follow-up with resident within 10 to 14 days of treatment to ensure treatment was effective.
- Perform additional treatments as necessary.
- If infested furniture does not respond to treatment, resident **MUST** remove furniture from the premises and NORTHEAST GEORGIA HOUSING AUTHORITY will dispose of furniture at resident's request OR resident can have furniture professionally re-treated at their expense. Proof of re-treatment **MUST** be provided to NORTHEAST GEORGIA HOUSING AUTHORITY within 48 hours of determination by a licensed exterminator that initial treatment was unsuccessful. If the re-treatment of furniture is deemed unsuccessful, resident may be required to dispose of furniture.

Resident

- Resident must be onsite at the scheduled time when the initial inspection is conducted.
- For treatment to be effective, resident must perform the tasks listed below prior to the scheduled treatment date. NORTHEAST GEORGIA HOUSING AUTHORITY encourages resident to complete items listed as soon as possible in order to minimize severity of bed bug presence and resolve the problem quickly.
 - 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.

- 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.
 - 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 after treatment.
 - 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.
 - Move all furniture to the center of the room(s) being treated.
 - Discard all cardboard hangers, boxes, etc.
 - Remove all pictures from walls.
 - The bed bug mattress encasement will be provided and placed on all beds by the licensed exterminator. 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, damaged, or removed, it is the resident's responsibility to replace.
 - Discarded mattresses, box springs, furniture, etc. must not be placed in dumpsters; the maintenance department must be notified before any item is removed from the premises.
 - Remain out of the residence for four hours after treatment (includes all household members and pets).
 - Any animal residing in the unit must be treated for bed bugs at the same time the unit is treated at the resident's expense.
- Furniture that does not respond to treatment must be disposed of or professionally treated. If resident chooses to dispose of furniture, resident MUST remove furniture from the premises. NORTHEAST GEORGIA HOUSING AUTHORITY will dispose of furniture at resident's request. If resident 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 license exterminator. Resident must provide proof of re-treatment to NORTHEAST GEORGIA HOUSING AUTHORITY within 72 hours of determination that initial treatment was unsuccessful.

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

1. Treatment will be cancelled and the resident's lease will be terminated.

RESIDENT STATEMENT OF CERTIFICATION

I, _____, certify that I have read, been counseled, and understand the roles and responsibilities as stated above. I agree to perform them in order to successfully eliminate the presence of bed bugs. I understand that Northeast Georgia Housing Authority will be responsible for the cost of the first treatment of bed bugs. Any further treatments needed for bed bugs, will be at my expense and/or subject to termination of the lease.

Resident Signature _____

Date _____

Signature _____

Date _____

NORTHEAST GEORGIA HOUSING AUTHORITY

NORTHEAST GEORGIA HOUSING AUTHORITY

Bed Bug Management Plan Relocation Task List

Bed bugs are difficult to contain without the proper treatment. Therefore if a resident relocates and the proper treatment has not taken place, the bed bugs will move with the resident as bed bugs can be carried in furniture, bedding, clothing, etc. If it has been determined that you must relocate to a new unit, certain steps must be followed to ensure that bed bugs are not transferred to the new residence. To prevent further infestation, the Relocation Task List below **MUST** be completed in preparation for relocation.

RELOCATION TASK LIST (initial each item)

_____ 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, seal bags tightly. Do not put them back on the bed until move is complete.

_____ Wash all clothing, toys, towels, and other linens in hot water (120+ degrees recommended) and dry in clothes 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 relocated.

_____ 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, seal plastic garbage bag tightly, and discard in outdoor trash receptacle immediately.

_____ Bed bug mattress and box spring encasements are an effective bed bug killer when combined with treatment and **must remain on all mattresses and box springs for at least one year.**

_____ Discard or have all infested furniture professionally treated by a licensed exterminator. If resident chooses to keep furniture, proof of treatment must be provided to NORTHEAST GEORGIA HOUSING AUTHORITY prior to relocation. NORTHEAST GEORGIA HOUSING AUTHORITY **will not** relocate resident to a new unit with infested furniture.

RESIDENT STATEMENT OF CERTIFICATION

I, _____, certify that I have read and understand the information above and commit to performing the Relocation Task List. I also understand that if I do not complete the above listed items, there is the potential for the bed bugs to be carried to the new residence and NORTHEAST GEORGIA HOUSING AUTHORITY will not authorize a transfer to a new unit.

Resident Signature _____

Date _____