Facilities Department Checklist

- Upon receiving a bedbug complaint, Facilities confirms the presence of bugs through inspection, either by trained Facilities staff or the pest control company.
- Facilities contracts with a licensed pest control company to treat the room.
- Facilities staff notifies the student(s) about the treatment via email and provides the *Bedbugs 101* information to the students, which will inform them of the treatment schedule and their responsibilities.
- Facilities coordinates:
  - Temporary room assignment
  - Delivery of keys to the temporary room
  - Bed linens, comforter, pillow, towels and backpack delivered to the temporary room
  - Plastic bags and storage bin delivered to the infested room
- On the morning of the heat treatment, Facilities staff:
  - Changes the lock on the room door to GM4
  - Ensures the window can accommodate the flexible heat hose
  - Removes the smoke detectors and fire extinguisher from the room
  - Turns off the building alarm system to prevent false alarms during the heat treatment
- The company technicians treating the room ensure that any heat sensitive items have been removed from the room, and move clothes around in dresser drawers and in closets to ensure the heat can penetrate all surfaces.
- The technicians cover sprinkler heads and place thermostats on them for monitoring to avoid activation.
- The technicians funnel heat into the room with the goal of reaching 130° and maintaining that temperature for 4-6 hours.
- After the heat treatment, the sprinkler heads are uncovered, smoke detectors and fire extinguishers are re-installed, windows and doors are secured, and the building alarm system is re-activated. The room is left to cool off overnight.
- The next morning, Facilities staff washes and dries all bed linens and returns them to the student(s) regular room. Staff makes the beds if it is clear which linens go on which beds. Staff places items back into drawers and closets as best they can and vacuums and tidies the room.
- Once the room is ready, Facilities staff notifies student(s) by email. The goal is to have the room ready by noon on the day after treatment.
- On the day after the students move back into the room, Facilities staff returns to pick up the plastic storage containers.
- Facilities staff collects keys, linens, and the backpack from the temporary room and:
  - Washes and dries all linens; tosses the backpack in the dryer for 20 minutes on high heat; places the items in plastic bags
  - Returns the items to the Lora Robins storage room, where they will be ready for the next use
  - Returns the keys to the housing office or to the locksmith, wherever they originated.