

Royston Housing Authority

BED BUG POLICY

Adopted June 18, 2012

Effective June 18, 2012

Bed bugs are a growing national problem, and as a result, this policy has been created for our Authority. The purpose of this policy is to set forth the roles and responsibilities of all parties (Royston Housing Authority (RHA) and the Resident) in minimizing the potential for bed bugs. 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 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.

Royston Housing Authority Roles and Responsibilities:

Upon notification from the resident, RHA will perform an initial inspection of the resident's dwelling using the "Maintenance Tracking Sheet" within 24 hours of the tenant report. If it is determined that bed bugs are present, RHA will provide the resident with the, "RHA Resident Roles and Responsibilities" document. This document will be explained to the resident to ensure understanding and compliance prior to treatment. In addition, RHA will secure the resident's signature indicating understanding of the document. Upon successful completion by the resident of their roles and responsibilities RHA 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, RHA 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 RHA to address the potential infestation at its onset and before it affects other residents. In addition, the resident must be onsite when the initial inspection is conducted. If it is determined by RHA that bed bugs are present, the resident must complete all items listed on the "RHA & Resident Roles and Responsibilities" prior to treatment and as soon as possible. This will help to minimize the severity of bed bugs presence and resolve the problem quickly. A resident may be deemed in violation of sections 7e, 7f, and 8.a.1 in the public housing lease agreement if they fail to fully cooperate and comply with their roles and responsibilities.

Bed Bug Policy Attachments:

- Maintenance Tracking Sheet
- RHA and Resident Roles and Responsibilities
- Prevention Tips

Royston Housing Authority

Bed Bug Management Plan Prevention Tips

1. Wash all bedding regularly in hot water. The water should be at least 120 degrees.
2. Use bedbug encasements on all mattresses and box springs.
3. Check your own bed for bedbugs on a regular basis. Catching bedbugs early will make treatment much easier.
4. 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.
5. Clean up clutter to reduce hiding spots.
6. Notify the office if you have holes in your floors or walls so we can caulk these areas.
7. 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 30 minutes.
8. If you purchase used furniture, examine it for bed bugs. Pay special attention to used mattresses and bed frames.
9. When traveling, check your room for signs of bedbugs such as bloodstains on the pillows or linens. Inspect mattress seams, look behind headboards and pictures. If you suspect you have brought bed bugs home, place infected items in the dryer or freezer.
10. After your return from a trip, check your luggage for bedbugs that may have "hitched a ride".
11. If you suspect that you have bed bugs, notify the RHA office immediately. You will be expected to cooperate with us for treatment to be successful but you will not be expected to contribute to the cost of the treatment effort.



Care Instructions

Your new premium SafeRest mattress protection product was designed to last for many years if cared for properly. By following the care instructions, you'll be able to take advantage of all the health benefits and fluid protection offered by our premium protection products. Although not required, we suggest washing the protector before use to soften the protector and remove any packaging odors there may be. To ensure maximum life of your SafeRest protection product, please review the following cleaning instructions below.

Washing

Wash with cold to hot water using normal household detergents that do not contain bleach.

Drying

It is recommended to tumble dry on **LOW HEAT** together with your bed sheets, towels or other clothing.

ATTENTION

DO NOT DRY ON MEDIUM OR HIGH HEAT (*This will damage the waterproof lining of the protector*)

DO NOT IRON (*This will damage the waterproof lining of the protector*)

DO NOT USE BLEACH (*This will damage the waterproof lining of the protector*)

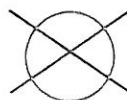
DO NOT DRY CLEAN (*Harsh chemicals used in dry cleaning will damage the waterproof lining of the protector*)



95° / 200°F
WARM OR
HOT WASH



LOW
TUMBLE-DRY
55° / 130°F MAX.



DO NOT
DRY-CLEAN



DO NOT
IRON



DO NOT
USE BLEACH

BEDBUG INFORMTAION SHEET

This information is to answer some common questions and concerns about bedbugs. If you have any other questions, please do not hesitate to call our office.

- Bedbugs are not found only in beds! They can be on any furniture you have in your home, including wood furniture. They can also live and be carried on clothing.
- Please be careful when you buy used or second hand items such as clothing and furniture. Many times the bedbugs are brought into your home because they are on the items you have purchased used.
- Anyone can get bedbugs! It does not mean your home is dirty. It probably means you have been somewhere with bedbugs and have carried them into your home.
- IT IS A VIOLATION OF YOUR LEASE TO NOT REPORT ANY SIGNS OR CONCERNS OF BEDBUGS IMMEDIATELY TO THE FRONT OFFICE. Please remember that you will not be evicted for having bedbugs.
- Routine pest control does not kill bedbugs. There is a special service typically called "heating the apartment" that has to be done to rid your home of bedbugs. This service is free of charge to you. This is a service we set up and pay for.
- You do not have to get rid of your belongings because you have bedbugs. If you will report it to the office immediately, we can have your apartment and your belongings treated properly and you can keep all of your things. You do not even have to move anything out of the unit.
- Please do not set furniture you suspect has bedbugs on the curb for trash pickup, this only spreads bedbugs to your neighbors or even back to your apartment. Again, call the front office are we will help you in the process.

The staff at the Royston Housing Authority will be happy to answer any questions about bedbugs to the best of our ability. We will be happy to inspect any furniture you may have if you are concerned or suspect bedbugs. Call the front office at 706-245-7277 and talk to Charity or Krista. Thank you for understanding and working with us on this issue.



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