

# Ketchikan Gateway Borough School District

## Preparing your School for Bed Bug Treatment - Checklist

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- \_\_\_\_\_ IPM Coordinator should facilitate any required parent-staff notification of a pending pesticide application (or notification after the treatment is done).
- \_\_\_\_\_ Wrap (or place in sealable containers) any infested items that need to be moved.
- \_\_\_\_\_ Do not move items to another un-infested room without first inspecting them thoroughly. Move infested items only to the designation area/room if necessary.
- \_\_\_\_\_ Bag items that have been designated for drying (carpet squares, pillows, towels, stuffed animals, etc.) and take to laundry. Do not overload dryer. Use high heat for at least 45 minutes. Double bag all items right after drying and do not return to classroom/office until the room has been treated or otherwise determined to be bed bug free.
- \_\_\_\_\_ Inspect items that cannot be laundered/dried (books, electronics, picture frames, plastic toys, etc.) thoroughly inspected and placed into plastic bags or bins if bed bug free.
- \_\_\_\_\_ Vacuum and wash all floors. Replace vacuum cleaner bag before using the vacuum in other parts of the school. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Disinfect desks and chairs in classrooms. Check carefully for bed bugs in crevices and joints of furniture.
- \_\_\_\_\_ Vacuum and wash all floors. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Vacuum couches and chairs in offices. Bed bugs are often found in couches and upholstered chairs. If possible, turn the furniture over or on its side/back and vacuum underneath as well. If there is a dust cover attached on the underside, pull it back and vacuum areas that will need to be treated. Double-bag and discard the vacuum bags in an outdoor trashcan immediately to avoid re-introducing or spreading any bed bugs caught in the vacuum.
- \_\_\_\_\_ Empty lockers and cubby holes that require some chemical treatment. Reduce in storage cabinets that require treatment. Do not reuse student storage areas without cleaning them first.
- \_\_\_\_\_ Provide access to walls, closets, and areas around furniture to allow for a thorough inspection and treatment.