

Sample BED BUG FURNITURE INSPECTION AND DISPOSAL PROTOCOL



Purpose:

This is a sample furniture inspection and disposal protocol designed to be used by building managers and landlords to develop their own building specific protocol. Developing a system for inspecting and disposing of potentially infested furniture - in conjunction with resident/staff education - will prevent infested furniture from entering the building or spreading bed bug problems to other units.

Acquired Furniture Policy:

1. Purchase or obtain furnishings from a “low risk” reliable source. Do not purchase used beds, and be cautious of disposed furniture and other household items in alleys or along roads.
2. Inspect for bed bugs before bringing it into the building:
 - a. Look in all seams, cracks and crevices
 - b. Look in fabric rips and tears
 - c. Turn furniture over to see underside and back
 - d. Remove drawers - inspect the drawer and the drawer cavity
 - e. Using a magnifying glass can be helpful
3. If bed bugs or eggs are identified...
 - a. DO NOT purchase or bring the piece into the building, and if possible, inform the owner of your suspicions.
 - b. Refer to the bed bug infested furniture disposal protocol below
4. If bed bugs or eggs are identified AND you still want the piece...
 - a. Vacuum, steam clean, wash, or otherwise treat all surfaces of the the infested piece of furniture – concentrate on the areas identified as infested
 - b. Re-inspect the piece to insure that all evidence of bed bug infestation has been eliminated
 - c. Retreat and repeat inspection as necessary
 - d. Consider re-painting or sealing suspect furniture before transporting
 - e. Wrap furniture in plastic for transport into the unit

Furniture Disposal Policy:

Management will design building-specific protocol for disposing of all furniture and other household items. This protocol should include the following:

1. Guidance on the treatment of infested items already owned (see Acquired Furniture Policy #4)
2. Notification guidelines for disposing of furniture regardless of infestation status:
 - a. Tenants will not always be aware of bed bug infestations
 - b. Tenants may be embarrassed to inform management of infestation
3. Disposal guidelines for all furniture including:
 - a. Wrapping for disposal – where appropriate management can provide plastic sheeting or other means of containing potentially infested furniture
 - b. Labeling/treatment especially when infestation has been identified
 - c. Path for furniture to be removed from building
 - d. Location for disposing of items
 - e. Regularly scheduled furniture disposal pick up including dates, times, and locations
 - f. Special pick-up arrangements for infested furniture, e.g., no more than 24 hours after disposal

Education:

Educating residents on proper inspection and disposal of furniture is the key to preventing the spread of bed bugs. Once a protocol is developed, it must be communicated to all residents without exception and periodically repeated. With the proper education, your tenants can become an ally in preventing your building from ever becoming a bed bug haven.