

BUG OFF EXTERMINATOR

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BED BUG CONVENTIONAL TREATMENT PREPARATION CHECKLIST

Thank you for choosing Bug Off Exterminator to handle your bed bug treatment needs. Please be advised that the effectiveness of our service plan is reliant on your participation and cooperation. Our commitment is to providing a comprehensive treatment in order to eliminate existing bed bug populations as efficiently and expeditiously as possible. To ensure you receive the most effective treatment, we ask for your partnership in complying with the preparation checklist below. **If you are unable to make the preparations necessary for any treatment, please notify our office at least 24 hours prior to your scheduled appointment. Failure to make necessary preparations may result in rescheduling fees and/or termination of this Agreement.**

**NOTIFY BUG OFF OF MEDICAL CONCERNS**

Please notify Bug Off prior to treatment if you or anyone within the treatment zone has allergies, asthma, or other medical conditions that may be sensitive to pesticide applications.

**IDENTIFY & SHUT OFF SOURCES OF OPEN FLAMES**

Your structure may have pilot lights or other sources of open flames. Whenever possible, please extinguish these sources prior to treatment. If you are unable to shut them off, please provide Bug Off with their location.

**ELIMINATE UNNECESSARY ITEMS, DEBRIS, OR REFUSE**

In advance of treatment, please discard any unnecessary items within the structure that may provide harborage or hiding areas for bed bugs. **Any furniture items being discarded must be wrapped before being taken outside.** Although sanitation is not a direct cause of bed bugs, excessive clutter can complicate the treatment process. It is important to minimize places where bed bugs can retreat in an attempt to avoid the treatment.

**ENSURE ACCESS TO ALL AREAS WITHIN TREATMENT ZONE**

Please make sure we will have access to all areas of the structure that will be treated. Either somebody will need to be present to provide access at the time of service, or alternative access instructions should be provided to Bug Off in advance. Please be sure to have keys on hand for any locked areas.

**REMOVE ALL PEOPLE AND PETS**

People and pets will need to be out of the structure during the treatment and for at least 4 hours following the application. Fish, reptiles, and birds may be particularly sensitive to treatment exposure. If you have these pets and they cannot be removed, please notify Bug Off to discuss additional preparation options. Fish and reptile tanks may be covered with a damp towel, with aeration filters turned off for at least 2 hours after treatment.

**EMPTY FURNITURE AND MOVE AWAY FROM WALLS**

Dressers, night stands, bookshelves, desks, end tables, and other furniture should be emptied of contents to provide access for treatment. Contents should be inspected for bed bugs and then placed in a plastic garbage bag and sealed. Contents discovered to contain bed bugs should be left aside for inspection by Bug Off.

**BAG ALL BEDDING, CLOTHING, & FABRIC ITEMS**

All fabrics, including bedding, clothing, curtains, and soft toys should be removed from mattresses, box springs, dressers and closets, separated by what can be laundered and what cannot, and placed in sealed plastic bags.

Items that can be laundered should then be dried on the highest possible heat setting for 30 minutes, with the original plastic bag immediately discarded outside the structure. Do not overfill the dryer. After the dry cycle, immediately remove the contents and place in a new plastic bag and seal tightly.

Recommendation: A good practice is to label all bags so that you know what contents are in each. Place frequently used items in one bag so that you can minimize which bags will need to be opened and re-opened during your treatment program.

**EMPTY ALL TRAVEL BAGS & LUGGAGE**

Please be sure to empty all luggage prior to your service and make them accessible by Bug Off for inspection and/or treatment.

**BAG ALL LOOSE PERSONAL ITEMS**

All personal items within the treatment zone should be inspected for bed bugs and placed in sealed plastic bags. Any items that may have bed bugs should be left aside for inspection by Bug Off.

**CLEAR AREAS BENEATH BEDS**

Items stored beneath beds should be removed, inspected carefully, and placed in sealed plastic bags. Items suspected to have bed bugs should be left aside for inspection by Bug Off.

**LEAVE HANGING ITEMS & ELECTRONICS IN PLACE**

Items such as clocks, tvs, radios, artwork, picture frames, computers, and lamps serve as common hiding places for bed bugs and should be left in place for inspection and possible treatment.

**SOFAS, RECLINERS, & UPHOLSTERED FURNITURE**

Bug Off recommends that any bed bug infested upholstered furniture within the treatment zone that cannot be adequately treated should be discarded.

**FLOORS**

All carpeting and hardwood floors, including beneath furniture and beds, should be vacuumed prior to treatment. Immediately after vacuuming, the vacuum canister or bag **MUST** be removed with the contents emptied into a sealed plastic bag and discarded in a trash container away from the structure. **Do not vacuum with a central vacuum system or a vacuum cleaner that does not allow for immediate content disposal.**

**MATTRESS & BOX SPRING BED BUG ENCASEMENTS**

Bug Off recommends that damaged or heavily infested mattresses or box springs be discarded. Mattresses or box springs that will remain in the structure following treatment should be sealed in industry approved bed bug encasements, available for purchase through Bug Off.

**KITCHENS, BATHROOMS, & PANTRIES**

In most instances, preparations are not required in these areas. In the event bed bugs have infested these areas, items will need to be sealed in plastic bags in similar fashion as other parts of the structure.

**DO NOT GET NEW FURNITURE**

During your 30 day bed bug program, please **do not introduce any new furniture** into the environment. At the end of your treatment program, Bug Off will make recommendations as to whether additional treatment may be necessary or if it is advisable to bring in new furniture.

**CUSTOMER ACKNOWLEDGMENT**

Customer acknowledges and agrees to the responsibilities and obligations set forth within this Bed Bug Preparation Checklist, and understands that failure to comply with necessary access and preparations for any scheduled treatment may result in rescheduling fees and/or immediate termination of this Agreement. **Bug Off does not offer refunds for failure to comply.**

Customer Signature: _____