



ESTABLISHED 1794

Mr./Ms. FName Lname
Hall Room#

Month 00, 2010

Dear FName,

Either you, one of your roommates or someone living next door have indicated the possible presence of bed bugs in the residence halls. As you know, the media has been reporting a national outbreak of bed bugs or bedbugs, small parasitic insects which spread and infest property quite rapidly (however, extensive testing conducted in laboratory settings support the fact that there have been no known cases of bed bugs passing disease from host to host and they are, therefore, considered less dangerous than some more common insects such as the flea). So, we are taking strong precautions in these situations to assure the welfare of our students.

Bed bug extermination involves the chemical treatment of the entire room and the treatment or replacement of the furniture in the room. Adjacent rooms may need to be treated as well to prevent the bugs from spreading. Treatments consist of a series of three treatments conducted every two weeks in order for the treatment to be effective as they serve to break the life cycle of these bugs.

Residents are required to properly prepare their rooms before each treatment in order for the treatments to be effective. Please follow the directions below to prepare for housekeeping, maintenance, and the exterminator personnel.

Extermination and Housekeeping personnel will come by your room(s) on:

_____ at _____AM/PM. Residents MUST:

- a. Provide contact phone number where they can be reached regarding treatment issues.
- b. Move all furniture and personal items at least 6" away from the walls.
- c. Remove all bed coverings and all items from all furniture, closets and out from beneath all beds.
- d. Separate enough clothing to last them for 24 hrs and wash them during the 2 hour room treatment. Residents must wash clothing and bedding in hot water and dry on the hottest clothes dryer setting for at least thirty minutes. This can be done during the two hours the contractor is treating the room or after the two hours has expired but before the clothing is taken back into the treated room.

- e. Seal all other clothing and bedding (excluding pillows or foam rubber) in large plastic bags provided by College. Each person must label the bags with:
 - 1. name,
 - 2. room number,
 - 3. total number of bags
 - 4. and type of cleaning (washable or dry clean) on a supplied label attached to the laundry bag.
- f. Place the bags on the floor in the center of the room. Items to be laundered will be washed and dried professionally. Washables usually come back within 24 hours.
- g. **Items that cannot be washed** will be fumigated and **will** be returned after treating. This process leaves no residue.
- h. Residents must leave the room and should plan to be gone for at least one to two hours while the room is being treated by the pest control contractor as scheduled. Residents must not return to the room until Facilities Management personnel have notified them the room is clear to be occupied.

Maintenance staff will be in your room(s) to seal cracks, holes, and crevices in the walls where the bugs may be hiding on: _____ at _____AM/PM

Please remember the treatment for bedbugs is a three treatment process with two weeks in between each treatment and residents must prepare for each treatment as described above. This three treatment procedure is necessary in order to break the life cycle of the bedbugs.

Bags and labels will be delivered to your room as soon as possible so that you may begin bagging your items, but can also be obtained from the Student Affairs Office.

We know this process is an imposition to residents and for this we apologize. But we have no choice as bed bugs can be difficult to exterminate and this procedure is what is recommended by pest control experts and entomologists who are currently studying the issue of bed bug extermination.

If you should have further problems with bed bugs please contact your area Student Life Coordinator or the Student Affairs Office immediately. Alternatively, if you have any questions or concerns about these procedures, please contact your area Student Life Coordinator or the Student Affairs Office as soon as possible so that we may be of assistance.

Sincerely,

David M. McMahan
Dean of Students

Please confirm your understanding of this procedure and return the second copy of this letter to the Student Affairs Office (retain the first copy for your reference):

Name Signature

Contact number(s) Room Number