



Bed Bug Preparation Notice

# Corbett Exterminating, Inc.

Integrated Pest Management

Telephone (800) 888-7378 • Fax (800) 889-5455

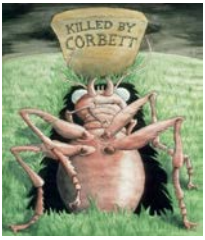
Dear Resident(s):

We will be inspecting and treating your apartment for an additional bed bug treatment. If any additional treatment is needed, after the series of treatments indicated in this notice, we will advise you.

Before each treatment, you should prepare according to the following instructions (**only heavy-duty clear plastic bags are to be used for preparation**):

1. Remove all sheets, blankets, pillowcases and other bed covering from the mattress and box spring and dry for at least 50 minutes at a temperature of at least 130 degrees.
2. Vacuum the mattress and box spring, paying special attention to the seams, folds, buttons and tufts.
3. If mattress or box spring is to be thrown out, contact management before it leaves your apartment! Your bedding cannot leave your apartment unless it is vacuumed and wrapped with plastic sheeting so bed bugs cannot fall off and infest other areas of the complex.
4. All window coverings such as curtains have to be removed and dried for at least 50 minutes at a temperature of at least 130 degrees.
5. Protect any sensitive or valuable items against the treatment process. We will not be responsible for damages of any kind.
6. Remove all clothing and belongings from dresser and nightstand drawers.
7. Remove anything from the top of all bedroom furniture, dressers, nightstands, etc.
8. All clothing and extra bed linens, towels, etc. in the apartment need to be dry for at least 50 minutes at a temperature of at least 130 degrees or dry cleaned. Vacuum inside of dresser drawers.
9. Items that have been stored under and around the bed must be removed. All stuffed animals and toys must be dried for at least 50 minutes at a temperature of at least 130 degrees. You may need to discard any item(s) that has bed bugs that cannot be dried. If so, put it in a plastic bag, tie it tight then throw it away.
10. Remove sofa, chair and other upholstered furniture cushions and accessories and place them in front of the sofa.
11. All carpeting must be vacuumed throughout the entire apartment paying special attention to baseboard joints and corners.
12. All upholstered furniture must be vacuumed and the pillows removed so that all cracks and crevices can be vacuumed.
13. Remove all wall hangings, vacuum any bugs from the back and the wall, and place against the wall.
14. After all vacuuming is done, put the vacuum bag in a plastic bag, tie it, and discard the vacuum bag immediately.
15. All items stored in furniture (hutch, bookcases, knick-knacks, stands etc.) must be placed in **clear plastic bags**. Leave the bags untied.
16. Remove all belongings from bottom of closet and top shelf and place in bags. Leave the bags untied.
17. All luggage/travel bags are to be emptied and placed in **clear bags** inspection/treatment, as needed. Bed bugs are transported in luggage/travel bags and all items need to be thoroughly inspected/treated.

Note: Clothing, bed linens and curtains **must** be placed in **clear plastic bags** and tied closed before being brought to the laundry room. Throw away the plastic bags. After drying, these items should be put into fresh **clear plastic bags** and tied before bringing them back to your apartment. Leave the items in the closed bags until you need to take something out, then close the bag. Bed bugs cannot get into sealed bags! **Any items that are to be discarded, must be defaced/damaged, vacuumed and wrapped in plastic sheeting before leaving the unit.**



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If the areas are not properly prepared for treatment, we may remove bed coverings and furniture cushions to do the treatment. These items may not be placed back in the exact manner found and therefore we ask that you prepare the apartment yourself. Additionally, we may remove drawers in various pieces of furniture, including desks, dressers, bureaus, etc. for treatment. We will put these drawers back into the furniture.

## VACATING THE UNIT

All occupants (with the exceptions that follow) must vacate treated units for a minimum of four (4) hours after treatment is applied and ventilate the unit for at least two (2) upon reentry. **Exceptions include the following which must vacate the unit for a minimum of twelve (12) hours and ventilate as previously stated: occupants aged 55 and older or 5 and under, occupants with respiratory conditions such as asthma, allergies, etc., and occupants that are pregnant. Pets must vacate the unit for twelve (12) hours; birds must vacate for twenty-four (24) hours; fish tanks must be covered with plastic, taped (1/2 on the glass and 1/2 on the plastic) and the pump must be unplugged.**

**Are there any medical beds, wheelchairs, walkers, etc. in this unit? Please indicate what equipment & how many:**

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**\*\*Apartment preparation should stay in place for a minimum of (30) days after the final treatment, to insure that the bed bug infestation has been controlled\*\***



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Consumer Information

The following information is being given to New Jersey residents in conjunction with the New Jersey Dept. of Environmental Protection Regulation 7:30-9.10 and to residents outside of New Jersey for informational purposes. It is designed to inform you of important information concerning safety and treatment using pesticides.

Pesticides are chemical substances used to control living organisms and vary in degree of toxicity. Pesticides may be part of a good pest control program. Sanitation, as well as physical and biological control measures, should be considered as another part of a good pest control program.

Parties in New Jersey interested in general health information may contact the New Jersey Dept. of Health (609) 984-6568. In cases of emergency, New Jersey residents should contact the New Jersey Poisoning Information and Education System (800) POISON1. A copy of the label of pesticides used can be requested from your manager or the contracting firm. Residents outside of New Jersey should contact their managing agent for assistance. You can also contact the National Pesticide Telecommunications Network at 1-800-858-7378.

During an application of pesticides, humans and pests should not contact treated surfaces until they have dried. Cover or remove all foods and food processing equipment during application, if necessary. Food processing equipment and food contacting surfaces should be washed following application, if pesticide has contacted them. Ventilate areas following treatment. Do not re-enter areas treated with a space application until advised by the applicator.

Pesticides which are regulated by the New Jersey Dept. of Environmental Protection Agency and which may be used are listed in the legend below. You will be further advised chemicals, other than those that are listed, are going to be used for special treatments.

| Name            | Active Ingredients                             | Name             | Active Ingredients      |
|-----------------|--|------------------|-------------------------|
| Phantom Aeresol | Chlorfenapyr                                   | CimeXa Dust      | Amorphous Silica Gel    |
| Bedlam Plus     | Sumithrin, MGK 264, Imidacloprid               | Transport Mikron | Acetamiprid; Bifenthrin |
| CrossFire       | Clothianidin, Metofluthrin, Piperonyl Butoxide |                  |                         |

**Business License(s):**      NJ – 91728A      NY – 02494      PA – BU2089 & BU1416      CT – B-1211  
    DC – 39304062      DE – 462      MD – 2147      VA – 92001423



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## Bed Bug Treatment Process: Instructions for Site Manager and Maintenance Staff

The bed bug treatment process requires a lot of work from everyone involved. To limit the expense, number of visits required and the amount of work for all, we have created this list of responsibilities. The treatment is not guaranteed and is billable at the rate determined based on the number of bedrooms and the number of floors the unit consists of, whether or not the resident adheres to the required preparation. Management must ensure access and preparation for each visit.

Manager must coordinate access into all units and common areas that share a wall with the apartment to be treated! This includes the apartments on both sides and the apartments above and below. We need to treat these adjacent areas to help contain the problem. Bed bugs can, and may already have, migrate out of the problem apartment to other apartments and common areas.

### APARTMENT PREPARATION PRIOR TO VISIT

#### Resident Preparation:

- 1. Preparation instructions must be followed completely. (See attached)**
2. Secure all valuables against us and our treatment process. This is not limited to jewelry and cash, but includes things of sentimental value, “irreplaceable items,” etc.
3. Sign the *Conditions of Treatment* release holding us harmless for anything we damage during treatment process and for removal of cheesecloth. This form also details our *Limits of Liability* that the leaseholder must agree to. If leaseholder does not agree and sign, we will not treat the unit.
4. Residents must vacuum the apartment thoroughly according to our instructions, and this needs to be done several times. Some residents do not own a vacuum cleaner. Management should own a HEPA bagged vacuum cleaner to lend (or rent) to residents that need it.
5. Residents should use clear bags because we can inspect the items in the bag without opening the bag and bed bugs will be easier to see than in dark bags.

**These are important steps. If our technician arrives at the site and the unit has not been prepared, The WHA will be charged for the service visit even if the treatment is not done.**

- If resident is not cooperative, the WHA may want to consider contacting the local health department for assistance in dealing with the resident.
- We will dust all wall voids in bedrooms and living room about every 16 inches. We will need to make holes about 1/4” in diameter, usually above the baseboards.



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## AFTER THE TREATMENTS ARE FINISHED

1. Bed bugs can be brought into the unit again at any time. We have no control over this. For this reason, treatments cannot be guaranteed.
2. It is important for residents to pay attention to our recommendations, even after the treatment process is complete.
3. We may install monitors in the unit as a means of checking for further activity. **In placing the monitors, we will have to move any furniture (beds, chairs, sofas) away from the wall and no coverings can come in contact with the monitors. Residents must be advised to make sure that bed linens and coverings should be well above the monitors so as not to interfere with their effectiveness.** We will return in 7 to 14 days to inspect and remove the monitors.
4. A questionnaire may be sent to the resident (or done verbally) after the treatment process is complete.

The resident has to have signed and returned the *Conditions of Treatment*. This form must be returned to the WHA in order for us to return it to the company before any treatment are scheduled. The form holds Corbett Exterminating harmless for any damage during treatment process and for the removal of the cheesecloth. This form also details our *Limits of Liability* that the leaseholder must agree to. If leaseholder does not agree and sign, we will not treat the unit.