

Sample RESIDENT BED BUG REPORTING FORM

Name (optional) _____ Date _____

Address _____ Unit _____ City _____ State _____ Zip _____

How would you like us to contact you?

Phone _____ Email _____

How many rooms are in your unit? _____

What signs of bed bugs have you seen or experienced? (Bites, live bed bugs, stains/smears on furniture, etc.)

Where and what type of evidence have you noticed? (Please check all that apply)								
	Bed Room			Living Room	Bathroom		Kitchen	Other: _____
	1	2	3		1	2		
Live Bugs								
Dead Bugs								
Dark Stains/ Smears								
Eggs								

When did you first notice the problem? Date _____

Have you recently traveled or hosted visitors from out of town?

Yes No

If "Yes", please describe _____

Have you recently purchased or recovered any used furniture?

Yes No

If "Yes", please describe _____

Are there any children, pregnant women, elderly, people with allergies/asthma/health issues, or pets in your home?

Yes No

If "Yes", please describe _____

BED BUG INSPECTION PROTOCOL FOR RESIDENCES

Inspecting for bed bugs requires a keen eye and attention to detail. Whether you suspect you have a bed bug problem or you just want to make sure you don't, here is a basic inspection technique to help you find out.

Tools needed:

1. Reporting form
2. Magnifying glass
3. Tweezers
4. Small jar(s) with lid or tape and cardboard to collect samples (Collecting a sample allows for positive identification of a bed bug problem.)
5. Labels for collection container/cardboard to identify where the sample was found
6. Pen or pencil
7. Camera to document findings



Bed bug

Start with the beds or other sleeping areas (if someone regularly sleeps all night on the couch, then that's a "sleeping area"). You'll be looking for signs of bed bugs (living or dead), their eggs, and staining. Make sure to check all creases, cracks, crevices, and seams since these are the areas that bed bugs like most.

1. Pull back the bed spread and check the top sheet.
2. Repeat with the bottom sheet and mattress pad.
3. Remove bedding (if you have seen signs of bed bugs put bedding in a plastic bag and seal).
4. Check the top, bottom, and all seams of the mattress including the box spring.
5. Check the bed frame – pay attention to cracks and crevices.
6. Check the head/foot board by moving it away from the wall. Check the legs, crevices (especially upholstery creases and seams), back, and the area between the head/foot board and the bed mattress.

Check any furniture near the bed, including:

1. Night stands
2. Wall hangings – pictures, posters, etc.
3. Rugs
4. Items stored under the bed



Bed bug and clear eggs



Bed bugs and stains on mattress seam

Check other furniture in the room:

1. Dressers
2. Armoires
3. Chairs, tables, storage units

Check the closet especially if it's close to the bed.

Look in and under stored items or clothing that is not worn often.



Examples of bed bug bites

Move to other rooms.

Pay close attention to upholstered furniture or stationary clutter (piles of newspapers and magazines, bags of clothes, etc.).

Problem Found...

Notify your building manager immediately (see form on reverse side). Waiting will only lead to bigger problems. Remember, anyone can get bed bugs and it has nothing to do with cleanliness. There's no need to be embarrassed or afraid to report an incident.

No Problem Found...

Be proactive. Clean up clutter, remove stored items from under the bed, and store them and other rarely used items in sealed plastic containers or bags. Vacuum thoroughly including all furniture, beds, and along baseboards. Encase your mattress in a bed-bug-proof cover.