

FLOW CHART CHECKLIST FOR MANAGEMENT

- Complaint received from tenant
- Appointment Set with Earls Pest Control
- Start Inspection & Treatment Log
- Problem Verified? Yes / No

IF NO VISIBLE SIGNS

- Give Bed Bug Fact Sheet to tenant

IF UNIT IS DETERMINED POSITIVE

- Set Appointment to inspect ALL adjacent units.
- Start Monitoring program in all adjacent units
- Contract with Pest Control r the Positive Unit
- Set Initial treatment Date with Earls Pest Control
- Preparation Instructions given to Management and Affected Tenant
- Notify management of any hauling or preparation assistance needed
- If assistance is needed; Give Management & Tenants "Disposal of Infested Material Fact Sheet"
- Set Hauling Date (If applicable)
- Inspect Adjacent units - If found positive, go back to beginning of verified positive step on flow chart
- Inspect any units adjacent to newly found positive unit
- Begin Treatment Plan
- Report of treatment to management - Notate any Non- Compliance (if applilcable)
- Educate Resident - Give corrections to be completed by follow up date
- Follow up Treatment Rendered / Inspect Adjacent Units
- Report of treatment to management - Notate any Non- Compliance (if applilcable)
- 2nd Non Compliance \$125.00 fee, pictures and corrections given
- If Tenant is deemed Non Compliant - Start Non Compliant Tenant Treatment plan

IF TENANT HAS COMPLIED THROUGHOUT TREATMENT PLAN

- Clearance Inspection or additional treatments rendered until current infestation is cleared
- Inspect Adjacent Units
- Units are determined to be cleared
- Clearance Form Given