



Bedbug Prevention Intake Procedure

○ **Pre-Move-In Questionnaire**

▪ Personal History:

- Have you experienced any bed bug or roach infestations in your previous residence or places where you spend time at?
- Do you have any known allergies to pesticides or chemicals used in pest control?
- Do you have any items that might have been exposed to pests?
- Are you aware of any visible signs of pests on your belongings? Please check to confirm.
- Participant agrees to avoid locations known to have pest infestations.

○ **Important Facts**

▪ Furniture

- Sanctuary First House is fully furnished, outside furniture is not allowed. All mattresses are covered in bedbug preventative mattress covers. Do not remove them unless somehow torn. If torn request another immediately.

▪ Bedding

- All bedding provided is brand new and of good quality. No additional bedding is allowed.

○ **Inspection / Treatment Process**

▪ Inspection: Luggage** / Boxes

- Inspection of either/both will take place outside the home to look for signs of live insects, eggs, and droppings. Boxes will be sprayed and thrown into brown city bin and luggage will be heat treated, sprayed and sealed in large black trash bag (provided), or pick up by a family member. All items will be transferred into provided bin.

▪ Treatment Process

- From the bin all items will be placed in the heat chamber for the required timeframes
 - Luggage will be hung on the provided hooks (1 hour)
 - Clothing will be hung on hangers (2 hours)
 - Shoes will be placed on the rack (1 hour)
 - Electronics will be placed in the hanging netted bag (30 min)
- Bin is taken outside , hosed out and left on the back patio to dry.
- New program member is escorted to the upstairs hall bathroom where Welcome Kit, assigned towel set and lounge suit are waiting for them.
- Initial UA is witnessed by House Manager or Valley Counseling Rep.
- House Manager steps out and processes UA, while program member removes their clothes, seals them inside the provided bag, and places said bag in the bathroom sink and showers.
- Once showered and dressed new program member will take bag downstairs, dispose of the bag into the brown city bin, hang the dirty clothes in the heat chamber, bring the bin back and return it to it's place.
- New Program will then wash their hands, hang their towels to dry on the hooks provided in their closet/room and reconnect with House Manager for a tour of the home, introductions to housemates, and to complete intake process.
- After all items are treated in the heat chamber all clothing and shoes will be then be treated with natural bedbug and roach sprays provided, and left in same clean bin for 24 hours.
- After the 24 hrs, all clothing and shoes shall be **washed in hot water and dried on high heat before** moving them into a closet. Bin is again washed, dried and returned to it's place in the garage.

**** Note: Due to limited storage space luggage, once treated and bagged can be stored under your bed.**

Please see below for maximum belongings allowed when initially coming to Sanctuary First House.

- 7 tops**
- 7 bottoms**
- 5 dresses or rompers or overalls**
- 3 pr of shoes**
- 2 light jacket**
- 1 heavy coat**

Once moved in we expect you'll acquire more clothing and that's fine as long as it fits nicely within your portion of the provided closet space and your two underbed storage bins.

The reason for this policy is to limit the exposure for the home and it's existing program members from any/all pest infestations.

We appreciate your cooperation with this policy and hope you might even find clothes you like onsite in the clothing bank to get you started in this step of your journey.

Program Participant Name: _____ Date: _____

Signature: _____