

Condominium or Cooperative Name: _____

Address: _____

Sample Plan for Preventing and Managing Bed Bugs in Condominium or Cooperative Buildings

In 2013, the City of Chicago passed an ordinance to help address the problem of bed bugs. In order to help residents of condominiums and cooperative buildings, the ordinance calls on governing associations of condominium or cooperative buildings to prepare a plan to manage bed bugs.

To assist associations to develop their plans, the Chicago Department of Public Health (CDPH) created this sample plan. Governing associations may wish to adopt this plan in its entirety or to develop their own plan. Regardless, governing associations **MUST** have a plan in place by March 24, 2014. In addition to having a plan, the ordinance requires the following from governing associations and unit owners:

- Governing associations **SHALL** maintain written records of any pest control measures performed by a pest management professional and any report prepared by the pest management professional, and maintain these records either on-site or at the property management office for three years. These records shall be available for review upon request by authorized city officials.
- Owners of condominium units and lessees with a proprietary lease in a cooperative **SHALL** immediately notify the governing association of any know or reasonably suspected bed bug infestation and cooperate with the governing association in managing the infestation.

Both of these items are addressed in the sample plan.

Governing associations and unit owners should be aware that owners of condominium units who lease their units, and their tenants, are subject to additional requirements under the ordinance. For a complete listing of these requirements, visit: www.CityofChicago.org/Health and click on the bed bug button.

Instructions

Governing associations who wish to adopt this plan in its entirety simply need to provide the name and address of the association where indicated and maintain the plan as part of the records of the association. Governing associations are not required to submit the plan to the City as evidence of having a plan, nor will the City accept these plans.

Governing associations who wish to modify this plan or develop their own are asked to affix their name and address to the plan and maintain the plan as part of the records of the association. Governing associations are not required to submit the plan to the City for review or as evidence of having a plan, nor will the City accept or review such plans.

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Plan for Preventing and Managing Bed Bugs

How to use this plan

This plan includes three steps:

- 1) EDUCATE
- 2) RESPOND
- 3) MONITOR

Each of these steps includes a number of activities and designations for who should complete these activities. Where applicable, there are references to supporting documents or links to websites. The plan concludes with some questions that governing associations and unit owners may wish to consider.

EDUCATE

EDUCATING owners about bed bugs will help prevent bed bugs from occurring, encourage reporting should bed bugs occur, facilitate inspection and treatment of bed bugs, and minimize the blame and stigma so often associated with bed bugs.

- ✓ **Governing associations** should provide the fact sheet entitled *Bed Bug Fact Sheet for Condominium or Cooperative Buildings* to all current and future owners. To access copies of this fact sheet, visit: www.CityofChicago.org/Health and click on the bed bug button.
- ✓ **Governing associations** should provide owners with additional information about bed bugs, post information about bed bugs in common areas of the building, share information about bed bugs through email, newsletters or other means, and discuss bed bugs during meetings of the governing association or owners. To access additional information, visit: www.CityofChicago.org/Health and click on the bed bug button.
- ✓ **Owners of condominium units or lessees with a proprietary lease in a cooperative (hereafter collectively referred to as "unit owners")** should be aware that per the ordinance, they are obligated to report any known or suspected bed bug problem within their unit to the governing association and cooperate with the governing association in managing the problem.

RESPOND

RESPONDING to any reports of bed bugs will help minimize the further spread of bed bugs, and ensure that bed bugs are eliminated quickly and effectively.

- ✓ When a unit owner reports a bed bug problem in their unit, **governing associations** may wish to attempt to confirm the presence of bed bugs in that unit. This can be done by gathering additional information from the unit owner, asking the unit owner to capture what they believe to be a bed bug (and seal it in a plastic baggie) and conducting a cursory inspection of the unit. Evidence suggesting the presence of bed bugs includes one or more of the following (refer to the web site listed previously for additional information and photos):

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- ✓ There are one or more bugs that are recognizable as bed bugs.
- ✓ There are markings, droppings or eggs that are consistent with those from a bed bug.
- ✓ The occupant(s) of the unit has bite marks consistent with those from a bed bug.

- ✓ If the bed bug report is confirmed, or should the governing association choose not to want to confirm the presence themselves, the ***governing association***, not the unit owner, should hire and oversee the work of a pest control company. Tips on choosing a pest control company can be found at the web site listed previously.

- ✓ If bed bugs are confirmed, the ***governing association*** should designate a lead to coordinate next steps with unit owners and the pest control company. The ***lead*** should be responsible for the following initial steps:
 - ✓ ***The lead*** should notify unit owners of the problem and of the immediate steps being taken to address it.
 - ✓ ***The lead*** should discourage unit owners from taking any individual action to treat bed bugs. Treating bed bugs inappropriately with “bug bombs”, chemicals or other means may cause them to spread further or may cause harm to occupants.
 - ✓ ***The lead*** should discourage unit owners from discarding items. Discarding items before a pest control company has had a chance to inspect them may cause the owner to lose items that can be treated and may risk spreading bed bugs further throughout the building.
 - ✓ ***The lead*** should remind unit owners of simple steps that can be used to treat clothing, linens and other items. These steps can be found in the fact sheet entitled *Bed Bug Fact Sheet for Condominium or Cooperative Buildings*.

- ✓ Once a pest control company is hired, the ***lead*** should provide the information requested of the pest control company to guide the initial inspection, and the ***lead*** and/or ***unit owners*** should be responsible for the following steps:
 - ✓ The ***lead*** should work with the pest control company and the ***unit owners*** to develop a schedule for inspecting the units. Though the pest control company will identify the unit(s) in addition to the one with the problem that need to be inspected, it is generally recommended that units on either side, above and below the unit with the problem be inspected.
 - ✓ ***Unit owners*** should follow the recommendations of the pest control company to prepare their unit for inspection.
 - ✓ Once the unit(s) have been inspected, the ***lead*** and ***unit owners*** should meet with the pest control company to review and discuss the findings from the inspection. The pest control company will then present a plan for treatment, if needed.

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- ✓ If treatment is indicated, the **lead** should work with the pest control company and the **unit owners** to develop a schedule for treatment.
- ✓ **Unit owners** should follow the recommendations of the pest control company to prepare their unit for treatment and to discard items the pest control company feels can't be treated. Before discarding items, unit owners should refer to instructions in the fact sheet entitled *Bed Bug Fact Sheet for Condominium or Cooperative Buildings*.
- ✓ Once the unit(s) have been treated, the **lead** and **units owners** should once again meet with the pest control company to review and discuss the treatment that was provided, and discuss any additional findings. The pest control company will then present a plan for re-inspections. When indicated, the lead and unit owners should work with the pest control company to develop a schedule for re-inspections and re-treatment, if indicated.
- ✓ **The governing association** should maintain written records of any pest control measures and any report prepared by the pest control company. These records should be maintained either on-site or at the property management office for three years.

MONITOR

MONITORING for evidence of bed bugs will help identify any recurrent or new infestation and if found, minimize the further spread of bed bugs and ensure that bed bugs are eliminated quickly and effectively.

- ✓ The **governing association** should remind unit owners to be vigilant for any signs of bed bugs and report any sightings immediately.
- ✓ The **governing association** should remind unit owners of ways to prevent bed bug infestations.
- ✓ The **governing association** may wish to consider having a pest control company conduct periodic inspections for bed bugs.

Questions for consideration:

Governing associations may wish to review and amend their by-laws to address the following questions:

- 1) Who should be held responsible for paying for the services provided by the pest control company?
- 2) Who should be held responsible for paying for any repairs that the pest control company may have recommended?
- 3) How does the governing association or pest management company gain access to a unit if the unit owner refuses access, or if the unit owner is unavailable to provide access?