

# Sample HOTEL BED BUG INSPECTION & REPORTING FORM

Inspection Type:     Routine             Complaint Response

Staff Name \_\_\_\_\_ Date \_\_\_\_\_

Unit Number \_\_\_\_\_

### Routine/Daily Cleaning Inspection:

You'll be looking for signs of bed bugs (living or dead), their eggs, and staining.

1. Start with the beds or other sleeping areas, including sofa beds, trundles, or roll-away beds.
  - a. Check bed sheets and mattress for bed bugs or signs of staining every time sheets are changed. Be sure to look under mattress seams and between the mattress and box spring.
2. Check other areas around the bed for signs including:
  - a. Night stand
  - b. Head/foot board – especially areas between the board and the mattress

### If signs of bed bugs are observed, REPORT findings to management IMMEDIATELY.

1. DO NOT remove anything from the room.
2. Isolate and bag all washable items from the room and seal the bags tightly.
3. Discontinue room bookings until room is confirmed to be free of bed bugs.

Where and what type of evidence of bed bugs was found? (Please check all that apply)

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|--|------|---|---|----------------------|--------|---------|------|---|--------------------|---|--------------------|-----------------|-----------------|
|  | Beds |   |   | Areas Around the Bed |        |         | Sofa |   | Upholstered Chairs |   | Armoire or Dresser | Other:<br>_____ | Other:<br>_____ |
|  | 1    | 2 | 3 | Night Stands         | Carpet | Outlets | 1    | 2 | 1                  | 2 |                    |                 |                 |
| Live Bugs  |      |   |   |                      |        |         |      |   |                    |   |                    |                 |                 |
| Dead Bugs  |      |   |   |                      |        |         |      |   |                    |   |                    |                 |                 |
| Dark Stains/Smears   |      |   |   |                      |        |         |      |   |                    |   |                    |                 |                 |
| Eggs   |      |   |   |                      |        |         |      |   |                    |   |                    |                 |                 |

Describe any additional information that may be useful for controlling the problem?

(Bites, live bed bugs, stains/smears on furniture, etc.)

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# BED BUG INSPECTION PROTOCOL FOR HOTEL STAFF

Inspecting for bed bugs requires a keen eye and attention to detail. Here are the minimum requirements for a basic hotel room bed bug inspection.



Bed bug

## Periodic Thorough Room Inspection:

### Tools Recommended:

1. Management inspection and reporting form
2. Magnifying glass
3. Tweezers
4. Small jar(s) with lid to collect samples (Collecting a sample to show to your building manager or the pest control professional, allows for positive identification of a bed bug problem.)
5. Labels for collection container to identify where the sample was found
6. Pen or pencil
7. Camera to document findings



Examples of bed bug bites

**Start with the beds or other sleeping areas** (this includes couches and sofa beds). 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 frame. Remove the headboard from the wall if possible for a thorough inspection.

### Check any furniture near the bed, including:

1. Night stands
2. Wall hangings – pictures, posters, etc.
3. Rugs

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

1. Look in and under stored items, such as extra blankets, iron, and ironing board.
2. Luggage racks should be thoroughly inspected.



Bed bugs and stains on mattress seam

### Furniture: Pull all furniture away from the walls. Check behind, inside, and under all furniture.

1. Upholstered furniture: remove cushions, and check all crease and crevices.
2. Armoire, dresser, desk: pull out and inspect drawers and drawer cavities.
3. Outlet covers: if possible remove covers.
4. Carpeting edges at baseboard.



Bed bug and clear eggs

### Problem Found...

Notify your building manager/supervisor immediately. Use appropriate forms and or communication strategies as outlined by management.

### No Problem Found...

Do a periodic deep cleaning for bed bug prevention. After periodic inspection(s) where no problem is found, clean thoroughly. Special attention must be paid to cracks and crevices where bed bugs are likely to congregate. The cleaning may include some or all of the following:

1. Vacuuming all furniture (including mattresses) with a HEPA, bagged vacuum cleaner paying close attention to seams, creases, and crevices. Pay attention to outlets especially near the bed.
2. Steam cleaning all furniture especially concentrating on mattresses, carpet, and closets.
3. Soap and water cleaning of all furniture, carpeting, etc., concentrating on areas where bed bugs are most likely to congregate.