

**Messiah University**  
**Pest Control Policy and Procedure**  
**August 2023**

**Policy:** Campus and Building Services will respond to pest control calls, escort the Ehrlich Pest Control Specialist and process the business paperwork to ensure timely payment is made to the Pest Control Company.

**Objectives:** This is designed to provide clearly defined roles for Pest Control coordination of services so Campus and Building Services Events can provide proper service to the campus for these items.

**Equipment:**

- Ant Traps
- Mouse Traps
- Small Plastic Bags
- Vacuum
- PPE
- Keys
- Flashlight
- Mattress Bag
- Pest Control Log Book

**Contact:** Ehrlich Pest Control- Doug Crawford 717-669-1412

**Procedure:**

**Step Action**

1. Calls and emails requesting pest control should be directed to the Facilities Front Office (ext. 6011).
  
2. The Facilities Administrative Assistant will make note of each item on a pest log and contact Campus and Building Services Staff working in the specific building for interior requests. The Campus and Building Services Staff will check out the situation and give the Facilities Administrative Assistant further information for the pest control log.
  
3. Outdoor pest problems will be handled by Grounds Services. If the situation requires additional attention the item may be placed on the pest control log.
  
4. The pest control log will separate requests into three categories which include
  - a. Residence Halls
  - b. Satellites
  - c. Central Campus
  
5. The information to be placed on the log must include:
  - a. Date of report
  - b. Person reporting problem
  - c. Location of problem (including what specific part of the room or area)
  - d. Pest reported
  - e. Date of response
  - f. Technician name
  
6. The pest control log will be copied and given to the Pest Control Technician from Ehrlich Pest Control.
  
7. Ehrlich Pest Control will visit campus twice per month, on the first and third Fridays.
  
8. The Ehrlich Pest Control Technician will arrive on campus at the Work Control Center to pick up a visitor's badge and will be escorted while in campus buildings by Campus and Building Services personnel. A list of areas to be visited by the technician will be emailed on the Tuesday prior to a visit from Ehrlich.

9. Campus and Building Services will provide ant bait traps and mouse traps. These will be kept in four locations across campus. They are: E114B (C&BS Manager's Office), Grantham B052 (North Complex Main Supply), Mountain View B352 (South Complex Main Supply) and the main supply in Lenhart inventory area. When trap supplies are low on campus orders will go to the Inventory Control and Receiving Coordinator.

10. Unidentified bugs should be captured and bagged for identification by the Ehrlich Pest Control Technician.

11. A determination will be made on the urgency of treatment for each report. Normally, reports of pest will be treated as follows:

- a. Mice and ants will receive placement of traps and the item placed on the log for the next visit.
- b. Box Elder Bugs and Stink Bugs will be placed on the list for the next visit.
- c. Bees and Wasps may require an unscheduled visit depending on the severity and location of a nest or hive. If the nest or hive is a threat to humans on campus an unscheduled visit is called for.
- d. Roaches and Termites are considered a serious threat and an unscheduled visit from Ehrlich Pest Control will be arranged.
- e. Lice (see Number 12 below).
- f. Bed Bugs (See Bed Bug Policy).

12. Lice reports will be made through Health Services. Once a report is confirmed the following must happen:

- a. The affected student should be under the care of Health Services for diagnosis of the problem, treatment and follow up care.
  - i. Student will sign "Release of Information" at the Engle Center so that the Engle Center staff may notify the student's RD and other Res Life staff that need to know.
  - ii. Students should use an over-the-counter preparation such as RID or a prescription formula to treat the affected area and kill the lice.
  - iii. It is important for the student to follow the directions for these products exactly because applying them incorrectly may be harmful or ineffective. Once a report is confirmed the following must happen:
    - b. Upon request from the Director of Housing, Campus and Building Services will remove the mattress of the infected student and switch out a good used or new mattress depending on what is available. The removed mattress will be bagged and sealed for 2 weeks and vacuumed before being returned to stock or simply discarded if it is in moderate to poor condition.
    - c. The student will be encouraged to launder their clothing and bed clothes in hot water and dried in a hot clothes dryer for at least 20 minutes. Dry clean any clothing that isn't machine washable.
    - d. The roommate(s) will be encouraged to launder their clothing and bed clothes in hot water and dried in a hot clothes dryer for at least 20 minutes. Dry clean any clothing that isn't machine washable.
    - e. Items that cannot be washed or dry cleaned should be put in airtight bags for 2 weeks.
    - f. Students must vacuum carpets and any upholstered furniture.

13. Managers are to notify their staff of the content of this policy.

14. Wildlife Inside Buildings

- a. Isolate the area to keep wildlife contained and others from entering the area where the wildlife is.
- b. Contact Ehrlich for removal if prior to 4:00 PM. After 4:00 PM, contact Dispatch.
- c. If staff contact with wildlife cannot be avoided wear gloves and proper PPE for protection from bites or scratches.
- d. Avoid direct contact with wildlife if possible.
- e. After the removal of the wildlife try to determine the point of entry, seal off any penetrations where the wildlife could have possibly used to enter the building.

**Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy, you have agreed to enforce the contents, share with your staff and adhere to standards.**

Scott Zeigler, Form creator Signature	Electronically signed by Scott Zeigler on 09/07/2023 3:52:19 PM
Vice President for Operations Signature	Electronically signed by Kathie Shafer on 09/07/2023 4:38:05 PM
Director of Facility Services Signature	Electronically signed by Bradley Markley on 09/07/2023 6:45:33 PM
Facility Services Administrative Coordinator Signature	Electronically signed by Denise Blackley on 09/07/2023 3:53:11 PM
Administrative Assistant for Facility Services Signature	Electronically signed by Jennifer Sheaffer on 09/08/2023 7:48:29 AM
Facility Services Assistant Signature	Electronically signed by SCOTT ZEIGLER on 09/11/2023 7:53:49 AM
Director of Dining Services Signature	Electronically signed by Mark Wirtz on 09/07/2023 3:54:36 PM
Assistant Director of Building and Grounds Signature	Electronically signed by Mark Graybill on 09/07/2023 4:35:25 PM
Project Manager Signature	Electronically signed by Russ Ehrich on 09/08/2023 7:21:04 AM
Grounds Manager Signature	Electronically signed by Art Palese on 09/11/2023 6:17:35 AM
Director of Housing Signature	Electronically signed by Courtney Williams on 09/07/2023 3:57:56 PM
Engle Center Nurse Coordinator Signature	Electronically signed by Linda Weaver on 10/05/2023 2:30:00 PM
Director of Residence Life Signature	Electronically signed by Lyndsay Grimm on 09/07/2023 3:53:21 PM
C&BS Manager Signature	Electronically signed by Laura Price on 09/08/2023 8:54:12 AM
C&BS Assistant Manager, 3rd Shift Signature	Electronically signed by Theresa Day on 09/07/2023 11:25:05 PM
Dean of Students Signature	Electronically signed by Doug Wood on 09/20/2023 1:51:00 PM
Assistant Director, Physical Plant Signature	Electronically signed by Brian Miller on 09/11/2023 8:01:25 AM