

Messiah College

Pest Control Policy and Procedure

Policy: Campus Events will respond to pest control calls, escort the Angel Systems Pest Control Specialist and process the business paperwork to insure 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 Events can provide proper service to the campus for these items.

Equipment:

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

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 Events Staff working in the specific building for interior requests. The Campus Events 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 request 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 Angel Systems
- 7 Angel Systems will visit campus twice per month on the first and third Wednesdays. Due to the way the calendar falls this means that four months have a fifth Wednesday. During these four months there will be a three week span between visits.
- 8 The Angel Systems 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 Events personnel. A list of areas to be visited by the technician will be emailed on the Tuesday prior to a visit from Angel Systems.
- 9 Campus Events will provide ant bait traps and mouse traps. These will be kept in four locations across campus. They are: E114B (CE Administrator's Office), Hess A054 (North Complex Team Leader's Office), Solly A144 (South Complex Team Leader's Office) and the main supply in Bowmansdale. When trap supplies are low on campus orders will go to the Inventory Control Person.
- 10 Unidentified bugs should be captured and bagged for identification by the Angel Systems 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 Angel Systems will be arranged.
 - e. Lice (see Number 12 below).

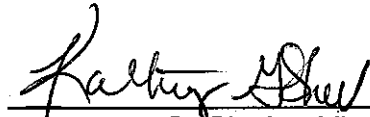
f. Bed Bugs (See Bed Bug Policy).

- 12 Lice Reports will be made through the Assistant Director of Residence Life-Housing. Once a report is confirmed the following must happen:
- a. The infected student should be under the care of Health Services for diagnosis of the problem, treatment, and follow up for cure.
 - i. Students should use an Over-the-Counter preparation such as RID or a prescription formula to treat the affected area and kill the lice.
 - ii. It is important for students to follow the directions for these products exactly because applying them incorrectly may be harmful or ineffective.
 - b. Upon request from Health Services, Campus Events 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.

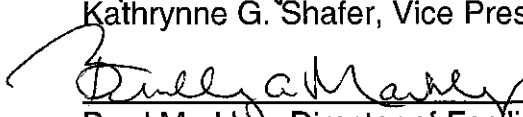
13 Managers are to notify their staff of the content of this policy.

"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".

Approved Reviewed Revised



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