

# Cleaning for the prevention of bed bugs checklist

Date: \_\_\_\_\_ Room/areas completed: \_\_\_\_\_

Building/s (if applicable): \_\_\_\_\_

**Instructions:** Rooms must be cleaned in accordance with the timeframes detailed in Council's Bed Bug Management Rules. Each time a room/area is cleaned, this checklist must be completed by the staff member completing the cleaning. If multiple rooms and/or buildings are cleaned at one time, the staff member may use one checklist to record they have cleaned multiple rooms. If cleaning more than one room, please record all rooms, buildings and areas inspected, above.

## 1. Bedrooms

- ☐ Vacuum floors
- ☐ Vacuum floor skirtings using a crevice tool

**Once per week** – Wipe over the following using disposable wipes or a disposable cloth and warm soapy water:

- ☐ Windowsills
- ☐ Bed frames
- ☐ Shelving
- ☐ Any other impervious furnishings

## 2. Hallways and common areas

- ☐ Vacuum floors
- ☐ Vacuum floor skirtings using a crevice tool

- ☐ **Once per week** – Wipe down any impervious furnishings using disposable wipes or a disposable cloth and warm soapy water

## Comments

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Cleaning completed by: *staff member name here* \_\_\_\_\_

Signature \_\_\_\_\_

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