Division of Housing and Food Service  
Residence Life Bedbug Procedures

DO NOT MOVE STUDENTS PRIOR TO BUILDING SERVICES TREATING ALL ITEMS THAT ARE BEING MOVED.

Identify
A. Contact the Building Service Manager to identify the existence of bedbugs during normal business hours.
B. After normal business hours and on weekends Res Life will identify the existence of bedbugs and if they are present contact the Building Service Manager for that area or Rick Early at 512-468-3625 cell or 603-1940 pager.
C. Provide the student(s) a bedbug fact sheet.

What to do after confirmed that bedbugs exist
A. Work with the Building Service Manager to assist with relocating the student(s) as needed.
B. Assist with educating the student(s) about bedbugs.
C. Assist with informing the student(s) of the process and what the student(s) can take from the room prior to treatment.
D. Inform the student(s) that the locks will be changed and they will not be allowed back into the room until the treatment process is completed
E. Once the process is completed assist with the student(s) return to the room.

Building Service Managers Phone Numbers

Jester Center
Gaylee Horton
Office 512-232-5603

WCR (SJH, MHD, BHD, RHD, PHD)
Michael Farrell
Office 512-232-5612

WRH (KIN, ADH, CRH, CRD, AND, LTD, BLD, Whitis Courts)
Richard Dixon
Office 512-232-5589

7/2011