



IPM Make Ready Procedure Winton Terrace

Cincinnati Metropolitan Housing Authority



Unit Becomes Vacant

- Generated work orders for the vacant unit to have the locks change, extermination, and to be made ready.
- Management staff conducts move out inspection.
- All items and debris are removed from unit.

Extermination Work Order (PMP responsibility)

- Inspection of unit, and determination of infestation level.
- If unit is infested, treat unit.
- Install dated monitors (6 minimum)
 - 1 near stove
 - 1 near refrigerator
 - 1 laundry area
 - 1 each bathroom
 - 1 master bedroom
 - 1 living room

Make Ready Work Order

Make Ready Crew

- Clean all surfaces of unit, to remove any possible food sources.
 - Removal of Grease, Smoke damage, Dirt, Frass (eggs, feces, droppings), old bait.
 - Cleaning of walls, ceilings, floors, appliances, cabinets, shelving, doors, windows, bathroom fixtures, ect.
 - Removal of old/deteriorated caulking (examples: tub, shower, sink, counter tops)

Make Ready Crew

■ Maintenance

- Make any necessary repairs to unit
 - Electrical
 - Carpentry
 - Plumbing
 - Repair any leaking faucet/waste lines.
- Repair holes in walls and ceiling, prep walls for painting. (no painting at this time, only prep work)

Make Ready Crew

- Sealing of unit

- Seal all openings, cracks, and voids where possible.
 - Clear silicone used: inside all cabinets, where cove base/baseboard meets floor.
 - Paintable caulking used: where cabinets meet wall, where cove base/baseboard meets wall.
 - All caulking color should match surrounding surface.

Make Ready Crew

- Sealing of unit
 - Any voids larger than $\frac{1}{4}$ " , cannot be caulked, additional support is needed, examples:
 - $\frac{1}{4}$ round wood trim
 - Luan board
 - Expandable foam
 - Various types of wood trim
 - Heat tape (range hoods)

Pest Management Professional

PMP Responsibility

- PMP checks unit
 - Checks monitors (records findings)
 - Retreat, if necessary
 - Replacing dated monitors
 - Checking unit for proper sealing, and cleaning
 - Contact supervisor that unit is ready to be painted



Make Ready Paint WO generated Make Ready Crew

- A work order is generated for the unit to be painted by the make ready crew.
 - Make ready crew paints unit.
 - Make ready crew reports to manager's office that unit is completed.



Make Ready Unit completed

- Housing Management office staff will check the unit.
 - Any deficiencies noted will be completed by make ready crew. (quality control)
 - If monitors are clear for 2 days, unit is declared pest free, and ready for occupancy.
 - If monitors show signs of pest, PMP is contacted and will treat unit if necessary and install new dated monitors, until unit is declared pest free.

