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.