

Project name: Bee Hotel

1. Where is the project going?

Allen Centennial Garden

2. Fill in the table below with all of the upkeep tasks necessary for your project for the rest of its lifespan.

Task	How often/when?	Who is responsible? (ESW, recipient, both?)	Notes
Replace reeds	Early spring (At beginning of May)	Recipient (with help from ESW as needed)	Replace any unoccupied reeds; typically, these reeds are made of paper/natural products and can be composted. Do NOT return any unused reeds placed into the hotel back into the hotel. These reeds have been exposed to the elements and should not be reused
Keep it relatively dry, ensure no mold or mildew	Ongoing	Recipient (with help from ESW as needed)	
Keep box parasite/predator free	Ongoing		Brush off spiders, beetles, and any off-target insects or animals from the hotel periodically.
Place used/occupied nests in an emergence box	Late Fall/Winter		All bees growing and overwintering in these reeds will have emerged by the next year
Clean bee hotel from debris (old cocoons, pollen, etc.)	Late Fall/Winter after removing occupied nests	Recipient (with help from ESW as needed)	

Adapted from [Bee Hotel Design and Replacement NC State](#)

Stage 1: Install your new bee hotel in early spring, around the time of last frost. Different species can occupy the hotel throughout the season (within WI early May is the start of bee activity)

Stage 2: For Bee Hotels out the for the year, if you don't see active adults, immature stages are hidden inside the used nests material (you can tell the type of bee based on the cap at the end of the nest)

Stage 3: Nesting activity is usually over by fall (first frost). Remove used nests from the bee hotel and place them in the emergence box. Meanwhile, clean and then restock the hotel with fresh nesting materials.

Stage 4: Bees begin to exit the emergence box in early spring and search for new nesting spaces. It is important to have the nest reset prior to this.

Stage 5: Different species will emerge from the box throughout the summer. By fall, all used nests are empty, and you can disinfect or dispose of them.

Stage 6: The cycle repeats. Move this year's used nests into the emergence box, and restock the original hotel with fresh or disinfected empty nests.