

## PEST MANAGEMENT CHECKLIST

School Name / ID _____ Location _____ _____	Date _____ Investigators _____ _____
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### **Exterior Areas**

- No evidence of pest activity or harborage
- Adequate garbage handling, garbage container design, or pick-up frequency
- Garbage containers cleaned regularly
- Good drainage in proximity to the building
- Adequate weed control without the use of herbicides

### **Building Exterior**

- Doors closed when not in use
- Opening between base of doors and floor no greater than 1/4"
- Openings in walls and foundations caulked or sealed
- Operable windows have screens without holes or other openings
- Windows and sills in good condition and water tight
- Exterior wall finishes and materials show no sign of deterioration due to moisture or pests
- Crawl spaces ventilated appropriately
- Plantings and wood mulch kept a minimum of one foot from the building
- Outdoor air intakes for heating, ventilating, and air conditioning systems properly screened and a minimum of six inches above the ground
- Roofing in good condition without signs of failure
- Gutters and downspouts clean, sloped properly, and free of leaks

### **Instructional Areas, Conference Rooms, and Offices**

- Trash cans have liners with no debris or spillage under liners
- Trash removed regularly
- No sign of standing water or water stained building materials
- Animals cages kept clean and food is stored in tightly sealed containers
- Carpet vacuumed daily in instructional areas and at least three times a week in offices and conference rooms. Vacuums have two motors and filtration to 1 micron.
- Plants free of insect infestation
- Food and beverages allowed only in designated areas and not in carpeted locations
- No indication of moisture damage due to leaks or condensation from plumbing, poor drainage, or faulty roofs
- Lockers, desks, and other storage areas routinely cleaned
- Adequate ventilation

### **Food Preparation, Serving, and Dining Areas (student and teacher)**

- Food and waste stored in containers inaccessible to pests
- Proper warehousing of food; containers and portable equipment 12-18 inches from floor
- No food debris or spillage on equipment
- Grease accumulation regularly removed from vents, ovens, and stoves
- No indication of moisture damage due to leaks or condensation from plumbing, poor drainage, or faulty roofs
- Adequate flying insect traps
- Dishes, trays, and utensils cleaned daily
- Horizontal surfaces, floors, and voids under and behind equipment are kept clean
- Trash room or containers adequately sized, cleaned regularly; grease drums on dollies; trash removed regularly
- Adequate ventilation

### **Lavatories**

- No indication of moisture damage due to leaks or condensation from plumbing, poor drainage, or faulty roofs
- Paper products stored away from plumbing fixtures and not in direct contact with floor
- Adequately sized trash containers with liners; trash removed regularly
- Floors clean and dry
- Adequate ventilation

### **Maintenance Areas (mechanical rooms, janitorial/housekeeping areas)**

- No indication of moisture damage due to leaks or condensation from plumbing, poor drainage, or faulty roofs
- Floors clean and dry
- Mops and mop buckets properly cleaned, and stored above the floor
- Adequate sized trash containers with liners; trash removed regularly
- Adequate ventilation