



# School IPM Checklists

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Use this to guide annual inspections of the entire school facility and to identify and prioritize pest preventive sanitation and maintenance needs to be addressed in the IPM plan.	
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**The following checklists are for staff with specific IPM responsibilities. These can be modified as necessary and included in IPM Action Kits.**

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# Starting Your IPM Program: Administrator Checklist

**The checklist below and on the following page outline some basic steps for starting your school's IPM Program. Items marked by an asterisk (\*) are required by state regulations applicable to all Maine schools.** Additional guidance for each team member can be found in the following chapters.

- \*Review state regulations applicable to school IPM, pesticides, and other chemicals.
- \*Appoint a school employee as IPM coordinator to provide day-to-day oversight of the program.
- \*Develop an official IPM policy. A sample policy statement is provided in the Appendix.
- Establish an IPM Advisory Committee to provide guidance; seek input from staff, students, and the community; and regularly review and provide input for revisions of the written IPM plan as necessary.
- Conduct a thorough inspection of school buildings and grounds to assess needs for building and grounds pest prevention maintenance and sanitation, pest monitoring, and pest management needs (see Annual Inspection Checklist).
- Identify key IPM team members, assign responsibilities, and establish protocols for timely and effective communication between administration, staff, and contracted service providers (if any) in the written IPM plan.
- Develop a written IPM plan that establishes protocols for pest prevention, pest monitoring, IPM implementation, record-keeping, and evaluation. Include specific goals, timelines, and responsibilities.
- Distribute IPM Action Packets to appropriate staff.
- Provide adequate staff training (check [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm) for workshop announcements and training materials).
- Provide regular IPM and hazardous substances training opportunities for the staff.
- Verify that staff who apply pesticides are trained and certified applicators.
- Encourage teachers to incorporate school pest control and IPM information into curricula and class projects.
- Budget for timely building and grounds maintenance, pest prevention and pest management needs.
- Regularly evaluate all aspects of the IPM program; modify as needed.
- Find ways for students to participate in the school's IPM program, if nothing more than to regularly clean leftover food from their lockers and pick up trash.
  
- Establish written requirements, including bid specifications, for contractors who apply pesticides.





# IPM Advisory Committee Checklist

Use this checklist to provide guidance for advisory committee responsibilities. Check those items for which the committee will be responsible and cross out, modify, or add other responsibilities.

- Review the schools' IPM policy, or if necessary, work with administration to develop the policy.
- Provide guidance in interpreting the IPM policy.
- Assist IPM coordinator in exploring possible alternative pest management practices and products.
- Provide leadership, guidance, or input for development of the written IPM plan. The IPM plan should describe specific implementation goals, timelines, and responsibilities for pest monitoring, pest prevention, and non-chemical and least-hazardous pest management methods.
- Establish procedures for notifying parents and staff prior to pesticide applications.
- Establish procedures for posting pesticide-treated areas.
- Establish protocols and facilitate communication among program participants.
- Annually review the written IPM plan and the operational IPM program to evaluate their effectiveness in meeting the schools' objectives. Identify weaknesses in the plan and operational program. Provide leadership, guidance, or input for revising the IPM plan and operational program as needed.
- Work with administration to assist in annual review of staff training time tables to ensure that staff receive appropriate training.
- Provide guidance for actively engaging students in learning about IPM or contributing to the IPM program as a service-learning project.





# IPM Coordinator Checklist

**Items marked by an asterisk (\*) are required by state regulations applicable to all Maine schools**

- \*Review your schools' IPM policy. If none has been adopted, work with administration, the IPM Advisory Committee, and the school board to adopt an IPM policy as required in Maine (see Planning and Notification Templates chapter for a sample IPM policy or obtain one from Maine School Management Association).
- \*Within two weeks of the start of every school year, notify parents and staff about your schools' IPM policy. The notice must state that pesticides may be periodically applied, where pesticide applications records may be viewed, where the copies of the IPM policy and Chapter 27 (Maine Standards for Pesticide Applications and Public Notification in Schools) may be obtained, the name of the IPM coordinator, and how parents and staff will be notified in advance of pesticide applications. Identify IPM resources, including professional pest control operators with successful track records, state, and university personnel involved with pest management, and print or web-based resources. (See Planning and Notification Templates chapter for sample initial notification letter.)
- \*Notify parents and staff five days before planned pesticide applications. (See Planning and Notification Templates chapter for sample specific pesticide application notice.)
- \*Post notices at the points of access to areas to be treated with pesticides at least two working days before and 48 hours after planned pesticide applications. (See Planning and Notification Templates chapter for sample signs.)
- \*Keep records of the quantity and identification of pests sighted or detected in pest monitoring program and actions taken to manage pests and prevent re-infestation for at least two years. Records must be made available for review by the public and Maine Board of Pesticides Control inspectors. An IPM logbook placed in each school is a good way to keep all required pest monitoring and pesticide application information together in a central location. (See Record Keeping and Monitoring Forms chapter for sample forms and information to include in logbook.)
- \*Keep pesticide application records, copies of product labels and material safety data sheets (MSDS) of any pesticides applied, the IPM policy, IPM site plans, and pest monitoring/pest sighting records for at least two years, and make this material available to the public and Maine Board of Pesticides Control inspectors when requested.
- \*Ensure that pesticides are only applied in compliance with the school's IPM policy and state regulations.
- \*Ensure that pesticide applications and re-entry intervals do not conflict with school or community activities.

- Review written IPM plan, or if it is lacking, work with administration and IPM advisory committee (if school has one) to develop one. The written IPM plan should describe procedures for monitoring, preventing, managing, and reporting pests and pesticide use. (See Planning and Notification Templates chapter for sample IPM plan.)
- With facilities staff and advisory committee, explore possible alternative pest management products and practices.
- Assign responsibilities identified in the IPM plan and the IPM policy (with support from appropriate administration and/or IPM advisory committee) to school staff and any contracted service providers.
- Work with administrators and the IPM advisory committee to review and revise, if necessary, contracts for pest management services, if any, to ensure services are provided within the framework of the IPM plan and IPM policy. (See Planning and Notification Templates chapter for sample IPM contract.)
- Prepare and distribute IPM Action Packets to appropriate staff and apply the strategies proposed in the IPM plan.
- Coordinate and approve all pest monitoring, prevention, and management activities including the method, material, timing, and location of any pesticide applications.
- Ensure that contractors, staff, and students receive timely and accurate communication about pests, pest management actions, and record keeping.
- Ensure that staff and students receive appropriate training and/or instruction needed to implement IPM.
- Thoroughly inspect school buildings and grounds at least annually to determine the nature and extent of pest problems and contributing factors.
- Maintain a prioritized list of structural and landscape improvements needed for pest prevention and management and ensure that necessary work is completed in timely manner.
- Prepare for emergency response to pest threats or pesticide hazards.
- Evaluate all aspects the IPM program annually to determine if management objectives are being met. Work with the IPM advisory committee to modify as appropriate.
- Implement an indoor air quality (IAQ) prevention and monitoring program. Obtain free ‘Tools for Schools’ IAQ kit at [www.epa.gov/schools/tools4s2.html](http://www.epa.gov/schools/tools4s2.html) or 1-800-438-4318 (ask for EPA document # 402-K-95-001).





## School IPM Checklist

### Monitoring and Record-Keeping Checklist

Monitoring involves regularly inspecting school buildings and grounds for pests, the damage they cause, and conditions that favor their presence. Monitoring may be done by school staff or a contracted pest management company. Use a standardized method of monitoring for each location; record all observations and keep them in the school's logbook or return them to the IPM coordinator. Keep a record or map showing the location of each trap and bait station on school property (see the Appendix for examples).

Accurate record keeping allows a realistic evaluation of the IPM program. Records also help in forecasting when seasonal pests may appear. The IPM coordinator must ensure that monitoring records are up-to-date and accessible and must keep a log of pest management activities, including all pesticide treatments for at least two years. Most schools keep one set of records in an IPM logbook at the school and keep a duplicate set of records in the IPM coordinators's office. Maine schools are required by state regulations to keep all pest monitoring logs, pesticide application records, and pesticide labels and MSDSs, and to make these available upon request for two years.

Inspection of specific areas where pests have been reported should answer these questions:

- How are the pests getting in? Can this access be reduced or eliminated?
- What food or other resource attracted the pests? Can this source be reduced or eliminated?
- Where exactly are the pests living? Can these sites be altered or removed to reduce pest problems?

Traps can help you to monitor and control pests between inspections. **Sticky traps** are the most common monitoring tools. These glue-covered traps are mostly used to trap crawling insects and small rodents. **Mechanical traps** can be used to monitor and control rodents. **Pheromone traps** are valuable tools for monitoring certain pests, particularly stored product pests. Pheromones are the natural scents insects use to communicate with each other. Certain pests are strongly attracted to the traps, providing an extremely effective early warning system.

**Daily monitoring:** If a rodent or cockroach infestation is detected, the infested area must be inspected and traps serviced daily until infestation is eliminated.

**Monthly flashlight inspections** of kitchen areas, behind and under appliances, sinks, soda machines, storage facilities, and similar areas may be needed to locate rodents, cockroaches, silverfish, ants, and other pests.

**Monthly inspection** of athletic fields, turf, and ornamental plants may be sufficient. If previous records show a pattern of pest problems, inspections may be adjusted to weekly as needed.

**Seasonal inspections** are helpful in alerting staff to certain problems. In spring, birds may attempt to nest in building corners or openings and wasps begin nest building. In the fall, school buildings may be invaded by species looking for winter sites, including rodents, cluster flies, western conifer seed bugs, multicolored Asian lady beetles, and wasps.

Use the following checklists to develop your own monitoring program. Detailed record keeping and monitoring forms are provided in the Record Keeping and Monitoring Forms chapter. These may be modified to suit individual needs.

**Yes No**

- School buildings and grounds are monitored at least monthly for pests and pest-prevention needs.
- School kitchen(s) and cafeteria(s) are monitored at least monthly for pests and pest-prevention needs.
- Pest monitoring records are up to date and kept available for review for two years in the school's IPM logbook.
- The IPM coordinator regularly examines monitoring records and takes appropriate management actions promptly.
- Staff and students know how to use the Pest Sighting Log to record any pest sightings or pest-prevention needs.
- Follow-up records of pest management or prevention actions taken in response to pest sightings are recorded in the logbook.
- A record of all pesticide applications made on school property is kept current and available for review in the school's IPM logbook for two years.
- Product labels and MSDSs for all pesticides applied on/in school grounds or buildings are kept in the school's IPM logbook.
- Athletic fields are monitored weekly during the growing season for insects, weeds, and diseases.
- Lawns, gardens, shrubs, and trees are monitored at least monthly for insects, weeds, diseases, or other growth problems.
- Paved areas are inspected regularly for weeds during the warmer months.

**Action needed:**

**Completed (Date/Initials)**



## School IPM Checklist

# Annual IPM Inspection Checklist

*Modified from IPM Standards for Schools,  
IPM Institute of North America.*

The IPM coordinator, along with the facilities manager, head custodian, or other appropriate personnel, should use the following checklist to conduct an annual inspection of the entire school facilities to identify pest prevention and pest management needs and to evaluate the effectiveness of your IPM program. Frequent and thorough inspections allow you to get the jump on newly arrived pests before they become a serious problem.

- Schedule big blocks of time to complete the entire checklist. Plan on spending more time in pest prone areas such as cafeterias and snack rooms, food storage areas, staff lounges, home economics rooms, classrooms or labs with live animals, art rooms, locker rooms, recycling collection points, and loading docks.
- Look for evidence of active pest problems and to identify and prioritize actions needed for pest prevention.
- Use the list of needs generated to develop task lists as part of the IPM Action Kits you assemble for your IPM team members.
- Each team member can then use their own checklists to inspect their areas of responsibility at least monthly to keep the school facilities clean, dry, pest-free, and in excellent repair. (Checklists specific to various staff responsibilities or locations in the school are found in the following pages.)
- Install pest monitoring devices such as rodent and insect traps and service them regularly, at least monthly, but more often when an active rodent problem is detected. (See Monitoring and Record-Keeping Checklist in this manual for tips on using traps to monitor pests.)
- Conduct this thorough ‘entire-facilities’ inspection at least annually.

### **Conducting the inspection**

- Photocopy this checklist and put it on a clipboard. Obtain or create a floorplan of the school showing all rooms and points of entry.
- Use a bright flashlight and a magnifying glass (hand lens) during your inspection.
- Look, listen and smell for the pests and signs of pests such as droppings, gnawing, tracks, grease marks (indicating rodent runways), odors, nests, and shed insect skins.
- Examine window sills and ceiling light fixtures as many pests fly or crawl towards light.
- Record items needing to be addressed (usually indicated by a ‘No’ response in the checklist). Cross out any items that do not apply to your school’s situation.
- Mark on your floorplan map areas where pest management, prevention, and monitoring actions (including locations of pest traps used for monitoring and control) are needed.
- Develop a prioritized list of actions needed based on the inspection.
- Generate work orders for repairs.
- Assign responsibilities for actions to appropriate staff or contracted service providers.
- Follow-up to ensure necessary actions were taken and were effective. Make changes as needed.



## School IPM Checklist

# Annual Inspection Checklist

### Instructions

- Name:** \_\_\_\_\_
- Room/Area:** \_\_\_\_\_
- School:** \_\_\_\_\_
- Date Completed:** \_\_\_\_\_
- Signature:** \_\_\_\_\_
1. Read the instructions on the preceding page.
  2. Check the appropriate “Yes” or “No” boxes.
  3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section. Record date and initials to show when those items have been corrected.
  4. IPM coordinator and facilities manager or custodian: keep copies of completed records for at least two years.

### Kitchen and Cafeteria

Yes    No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cracks and crevices in walls and floors and around permanent fixtures are sealed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Openings around electrical conduits, pipe chases, and ducts are sealed or covered with escutcheon plates.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor drains are covered with screens.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor drains are cleaned regularly with a long-handled brush and cleaning solution.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor drain traps are kept full of water.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing is kept in good repair (no dripping pipes, faucets, or plugged drains)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer lines are in good repair.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All surfaces, trays, and dishes are cleaned and dry by the end of the day.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All surfaces in food preparation and serving areas are regularly cleaned of grease deposits.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wiping cloths are disposable or laundered daily.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mops and mop buckets are properly dried and stored (mops upside down, buckets emptied).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Overflow water trays in refrigeration units are cleaned and emptied as often as necessary to prevent water leaks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas around and under appliances and furnishings that are rarely moved (e.g., refrigerators, freezers, shelving units) are thoroughly cleaned to remove accumulated grease, dust, etc., at least monthly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchases of new kitchen appliances and fixtures are of pest-resistant design (i.e., open design, few or no hiding places for roaches, freestanding and on casters for easy thorough cleaning).            |

**Kitchen and Cafeteria (cont.)**

- | <b>Yes</b>               | <b>No</b>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Out-of-date charts or paper notices are removed from walls monthly.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vending machines are maintained in clean condition inside and out.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Recyclable containers are washed with soapy water before storage or stored refrigerated or in pest-proof containers and regularly moved off-site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Food waste from preparation and serving areas is stored in sealed, leakproof plastic bags before removal from school grounds.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Waste with liquid food residues (e.g., milk cartons, juice boxes) are drained of excess moisture before discarding.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Weather stripping and door sweeps are present and in good condition on exterior doors.  |

**Action Needed:**

**Completed (Date/Initials)**

**Food Storage Areas**

**Yes      No**

- Incoming shipments of food products, paper supplies, etc. are inspected for pests and rejected if infested.
- Food products delivered in non-pest-proof containers (e.g., paper, cardboard boxes) and not used immediately are stored refrigerated or transferred to pest-proof containers.
- Packing and shipping materials (bags, boxes, pallets) are promptly removed from food storage areas and properly disposed of or recycled.
- Stored products are rotated on a “first in, first out” basis to reduce potential for pest harborage and reproduction.
- Bulk stored products are not permitted direct contact with walls or floors, allowing access for inspection and reducing pest harborages.
- Inspection aisles (> 6" x 6") are maintained around bulk stored products.
- Food storage areas are inspected twice monthly for evidence of pests.
- Food that has come in direct contact with pests (such as ants, mice, cockroaches, mealworms or other stored product pests) is considered contaminated and is discarded promptly.
- Shelf paper is not used.
- Paper products are stored separately from food products.

**Action Needed:**

**Completed (Date/Initials)**

**Classrooms, Offices, Hallways, Teachers' Rooms**

**Yes      No**

- Cracks and crevices in walls and floors are sealed.
- Lockers and desks are emptied and cleaned at least twice per year.
- Floors are cleaned regularly.
- Beverage and food containers kept for recycling are washed before storage or sealed in pest-proof containers and moved off-site regularly.
- Food or food wrappers are removed from lockers, desks, and teachers' rooms daily.
- Potential pest food items used in classrooms (e.g., beans, plant seeds, pet food and bedding, decorative corn, gourds) are refrigerated or stored in glass or metal containers with pest-proof lids.
- Refrigerators, microwave ovens, and vending machines are clean inside and out.
- Sink areas are kept clean and dry.
- Food and beverages are allowed only in limited designated areas that are cleaned daily.
- Materials are stored away from walls to allow for regular pest inspection.
- Waste materials in all rooms within the school building are collected and removed to a dumpster, compactor, or designated pickup location daily.
- Animal wastes from classroom pets or laboratory animals are flushed or placed in sealed containers before disposal.
- Moisture problems and damage are promptly reported and corrected .
- Mark 'Yes' if there is no evidence of pests in room, under sink, in closets and cabinets, on windows or sills (no rodent droppings, gnawed food packages, mouse holes, odors, mold, insects, plants unhealthy-looking or sticky). Mark 'No' if any pest evidence is found.
- Furniture rarely moved (e.g., staff desks, bookcases, filing cabinets) is thoroughly cleaned on, around, and under at least annually.
- New furniture purchases are on wheels or castors to permit them to be easily moved.
- New stuffed chairs or couches are inspected for bed bugs and other pests before they are brought into the school.

**Action Needed:**

**Completed (Date/Initials)**

**Classrooms, Offices, Hallways, Teachers' Rooms (cont.)**

**Actions Needed:**

**Completed (Date/Initials)**

**Restrooms**

**Yes    No**

- Rooms are cleaned and trash is removed daily.
- Drain covers are removed and drains are regularly cleaned with a long-handled brush and cleaning solution.
- Cracks and crevices in walls and floors and behind fixtures are sealed or caulked.
- Plumbing is in good repair (no leaks, drips, clogged drains).
- Escutcheon plates are in place and sealed around pipe holes.

**Action Needed:**

**Completed (Date/Initials)**



**Custodial and Maintenance Areas/Duties****Yes    No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Tasks requiring cleaning are clearly distinguished from disinfecting tasks and products used for routine cleaning do not contain disinfectants.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Cleaning and disinfecting products are stored in secure areas inaccessible to children.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Custodial products in aerosol containers are not used except for graffiti-removal products.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mops and mop buckets are properly dried and stored (e.g., mops hung upside down, buckets emptied).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash/recycling rooms, compactors, and dumpsters are regularly inspected; spills are cleaned up; and leaks are repaired promptly.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Indoor garbage is kept in lined, covered, clean containers, and emptied daily.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Packing and shipping waste is disposed of promptly.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Stored waste is collected and moved off site at least once weekly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Recyclables are rinsed or stored in pest-proof containers and moved off site weekly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vent or heater filters are cleaned or replaced as per manufacturer's recommended interval or more frequently.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The inside of vents and ducts are inspected at least every three years and cleaned by a licensed contractor when needed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Moisture sources are corrected (e.g., ventilate areas where condensation forms frequently, repair plumbing, roof leaks, dripping air conditioners, leaking windows, etc). |
| <input type="checkbox"/> | <input type="checkbox"/> | Moisture damage is corrected (replace water-damaged ceiling tiles, dry or replace water-soaked carpeting, repair and replace water-damaged wood, etc.)                    |

**Action Needed:****Completed (Date/Initials)**

**Outdoors**

**Yes    No**

- Tree limbs are at least 6 ft (10 feet if tree squirrels are a problem) away from building.
- Vegetation, shrubs, and bark mulch are kept back more than 12 inches from building.
- Exterior doors are kept shut when not in use.
- Windows and vents are screened or filtered and screens are in good condition.
- Weather stripping and door sweeps are present and in good condition on exterior doors.
- Building eaves, walls, gutters, and roofs are sound. No evidence of water leaks or holes.
- Cracks in foundation or walls and openings around conduit, plumbing, and doorways are sealed.
- Garbage containers, compactors, and garbage storage are placed at least 50 feet away from building entrances.
- Trash cans are placed away from doors of building, emptied daily, lined with plastic bags, and fitted with tight-fitting lids with spring-loaded doors.
- Dumpsters are placed on a hard, cleanable surface.
- Dumpsters are emptied weekly and cleaned regularly.
- Dumpsters have close-fitting lids that are kept closed.
- Openings to hollow spaces in structures, playground equipment, fencing, utility boxes, and other places prone to nest-building by stinging insects, are sealed before warm weather arrives to prevent stinging insects from building nests in areas of human activity. (See 'Bees, Wasps and Yellowjackets Fact Sheet' in this kit.)
- Building exteriors, playground structures, fencing, electrical boxes, sheds, concession stands, and other outdoor structures are inspected twice monthly during warm months for stinging insect activity and nests.
- Stinging insect nests located in or near areas of human activity are destroyed in a safe and legal manner.
- Additional appropriate corrective actions (such as ensuring that dumpster is clean, emptied often, and in good repair) is taken early in the season to prevent build-up of stinging insect populations.

**Action Needed:**

**Completed (Date/Initials)**

**Pest and Pesticide Management**

**Yes      No**

- Pesticides (including ‘weed and feed’ products, mold and mildew control products, disinfectants, rodent baits, ant baits, insecticides, plant disease control products, weed-killers and any other substance or mixture intended to kill living organisms) are never applied in or on school grounds except by persons licensed in the appropriate category by the Maine Board of Pesticides Control, except when used for routine cleaning or for emergency protection from stinging insects.
- No pesticides are applied for pests causing aesthetic damage only.
- All parents, staff and students are notified within the first two weeks of school about the school’s official IPM policy and how to contact the school’s IPM coordinator.
- Notification and posting is conducted in advance of pesticide use when required.
- Pest monitoring, pest sighting logs, and pest prevention and management records are kept up-to-date, maintained in the school in an accessible location, and can be made available upon request.
- At the beginning of each year, all staff and students are instructed in approved pest prevention, management, and pest reporting procedures.
- Lesser risk options for pest management, especially non-pesticide options, are used first when action is required.
- Each trap or other device used for monitoring and/or trapping pests is assigned an identification number and maps showing the location of each device are included in the IPM logbook.
- Pest devices containing pesticides, such as rodent bait stations or ant bait cups, are each marked with appropriate warning language.
- Pest traps and bait stations are checked at least monthly.
- Rodent traps are checked and emptied daily.
- All pesticides (including disinfectants) are properly stored in original containers in secured locations according to appropriate hazardous chemical safety protocol (e.g. flammables stored in fire-resistant cabinet, acids stored separately from bases, chlorine-containing chemicals not stored near acids or ammonia).
- Labels and material safety data sheets (MSDSs) for each pesticide and other hazardous chemical are maintained in an accessible location.
- Pesticides (including disinfectants) inventory is managed to track current stock use and to ensure proper disposal of unused materials and empty containers.
- Personal protective equipment (PPE) required for application of disinfectants, stinging insect sprays, or other pesticides is provided for and worn by all applicators.
- Pesticides are only applied when there are no unprotected people in the area.

**Action Needed:**

**Completed (Date/Initials)**

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**Pest and Pesticide Management (cont.)**

**Action Needed:**

**Completed (Date/Initials)**



## School IPM Checklist

### Program Evaluation Checklist

IPM programs require a periodic review of inspection and monitoring reports, the logbook, and other records to see how the program is working, and identify any changes that are necessary. A new IPM program should be evaluated every three months. Established programs are evaluated at least once per year. A summary report is prepared, usually by the IPM coordinator, and submitted to the IPM Advisory Committee, noting the current conditions, common pests, known problems, and recommendations for improvement.

#### Evaluation Checklist

**YES NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All pest populations are below action thresholds.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All objectives in the pest management plan have been achieved.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The monitoring program is adequate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Pest and pesticide exposure risks are minimized. Additional alternative pest management practices are not needed.          |
| <input type="checkbox"/> | <input type="checkbox"/> | Time and effort expended are appropriate. There are no further efficiencies needed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems have been identified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Necessary changes have been identified.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The appropriate personnel have been contacted to carry out these changes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The IPM coordinator summarizes pest management activities for the year and submits a report to the IPM Advisory Committee. |

**Action needed:**

**Completed (Date/Initials)**





## School IPM Checklist

### Custodial and Building Maintenance Staff

Need help with pest control

Name: \_\_\_\_\_

Room/Area: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Instruction

1. Read the information on this sheet.
2. Check the appropriate "Yes" or "No" boxes.
3. Write any items needing attention (usually indicated by a 'No' response) in the places provided at the end of each section and check the 'Need help' box above. Record date and initials to show when problems have been corrected.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

It is the policy of this school district to manage pest problems in ways that pose the least hazard to human health and the environment. We have adopted an integrated pest management (IPM) program. IPM combines pest prevention, systematic monitoring of potential pests, non-chemical pest control methods, and if warranted, appropriate use of pesticides that are the least harmful to human health and the environment. By addressing and correcting the root causes of pest problems, IPM can provide long-term, economical pest control and provide a healthy environment for learning and working.

We are asking for your cooperation with our IPM program! The success of IPM depends primarily on keeping our school clean, dry, and well-maintained and everyone, especially custodial staff, are essential participants. Together we can help reduce pest problems and pesticide applications. You can have a positive impact on our goal to reduce pest problems by completing the following checklist as indicated by your IPM coordinator.

#### General

##### Yes No

- Tasks requiring cleaning are clearly distinguished from disinfecting tasks and products used for routine cleaning do not contain disinfectants.
- Cleaning and disinfecting products are stored in secure areas inaccessible to children.
- Custodial products in aerosol containers are not used except for graffiti-removal products.
- Mops and buckets are properly dried and stored (e.g. mops hung upside down, buckets emptied).

Action needed:

Completed (Date/Initials)

**General (cont.)**

**Action needed:**

**Completed (Date/Initials)**

**Restrooms**

**Yes No**

- Cracks and crevices in walls and floors and behind fixtures are sealed or caulked.
- Drain covers are removed and drains are cleaned regularly with a long-handled brush and cleaning solution.
- Rooms are cleaned and trash is removed daily.
- Plumbing is in good repair (no leaks, drips, clogged drains).
- Escutcheon plates are in place and sealed around pipe holes.

**Action needed:**

**Completed (Date/Initials)**



**Classrooms, Hallways, Office Areas**

**Yes No**

- Floors are cleaned regularly.
- Cracks and crevices in walls and floors are sealed or caulked.
- Stored materials are uncluttered and storage areas easy to inspect for pests.
- Boxes, paper supplies, and similar materials are not stored in the same areas as food or trash.
- Supplies are not stored in boxes for long periods of time. Orders for supplies do not exceed short-term needs.
- Areas near doors and windows are kept clear.
- Lockers and desks are emptied and cleaned twice per year.
- Food is consumed only in designated areas; these areas are kept clean.
- Food items are stored in a refrigerator or pest-proof containers.
- Sink areas are kept clean and dry.

**Action needed:**

**Completed (Date/Initials)**

**Plumbing / Ventilation**

**Yes No**

- School buildings are regularly inspected for signs of moisture, leaks, or spills.
- Drains are cleaned and inspected regularly.
- Plumbing is in good repair: no dripping pipes, faucets or other uncontrolled water sources.
- Slow or clogged drains, leaking pipes, and dripping faucets are fixed immediately.
- Floor and sink traps are kept full of water.
- Sewer lines are in good repair.
- Pipes that encourage condensation, such as refrigeration units, are insulated.
- Hot water pipes are insulated wherever possible, particularly in tight, out-of-the-way places.
- Steam leaks are repaired immediately.
- Water coolers with overflow basins are emptied and cleaned as frequently as necessary.
- Vent or heater filters are cleaned or replaced per manufacturer’s recommended interval or more frequently.
- The inside of vents and ducts are inspected at least every three years and cleaned by a licensed contractor when needed.

**Action needed:**

**Completed (Date/Initials)**

**Building Exteriors****Yes No**

- Building eaves, walls, and roofs are inspected at least quarterly and repaired as needed.
- Trees, shrubs, and bark mulch are kept more than one foot away from exterior walls and six feet (10 feet if tree squirrels are a problem) from the roof.
- Where possible, low-pressure sodium vapor bulbs are used for exterior lights.
- Where possible, lighting is placed away from buildings and trained on the exterior rather than attached directly to the wall.
- If lights must be attached to buildings, they are placed as far from doorways and windows as possible, particularly frequently used doorways.
- Weather stripping and door sweeps are used to prevent pest entry.
- Openings around electrical conduit, plumbing, cracks in foundation, and other potential access sites are sealed.
- Building eaves, walls, and rain gutters are in good repair - water drains away from the building.
- Windows, screens, and vent covers are kept in good repair.
- Exterior doors are kept shut when not in use.
- Doors and windows that do not close completely are fixed immediately.
- Doors leading outdoors from food service areas are equipped with self-closures or air curtains.
- Automatic door closers or air curtains are installed on heavily used doors that tend to be left open, exterior doors, and doors that are near areas where food or trash is present.
- Temporary repairs made by pest control contractors are permanently fixed as soon as possible.

**Action needed:****Completed (Date/Initials)**

**Waste Management**

**Yes No**

- Outdoor trash receptacles and dumpsters are kept at least 50 feet from building entrances.
- Dumpsters and trash with food wastes are located far from areas with dense shrubbery or over growth, or where lumber or other materials are stored.
- Areas around dumpsters and trash receptacles are free of food residues, leaves, weeds, and debris that attract and provide harborage to pests.
- Dumpsters are placed on well-drained concrete, asphalt, or gravel pads.
- Dumpster lids are kept closed. Dumpsters are never filled so high that the lids cannot be shut.
- If a dumpster lid is broken, or the dumpster is full, the management company responsible for the waste pickup is contacted immediately.
- Outdoor trash cans are not left overnight without a tight fitting lid in place. Preferably these containers are equipped with self-closing, swing-type lids.
- Where possible, trash receptacles are elevated off the ground.
- Where possible, metal trash receptacles are used or metal disks are installed in the bottoms of plastic cans to prevent animals from chewing through containers.
- Indoor garbage is kept in lined, covered containers and emptied daily.
- Garbage is not accessible to pests overnight.
- Stored trash is in a single area, closed off from the rest of the building, and frequently cleaned.
- Stored waste is collected and moved off site at least weekly.
- All garbage cans and dumpsters are kept clean and are washed regularly.
- Trash/recycling rooms are inspected and cleaned regularly.
- Packing and shipping waste is promptly disposed of or moved off-site for recycling.
- Indoor trash is emptied late during the day after lunch and afternoon breaks.
- Trash can liners are replaced each time the receptacle is emptied.

**Action needed:**

**Completed (Date/Initials)**

**Recycling**

**Yes No**

- Cans, bottles, styrene plates, etc. are washed off thoroughly and excess water is shaken off before placing in recycling bins. If recyclables are not rinsed, they are stored in containers with tight fitting lids that are emptied as often as possible.
- Recycling bins are lined with plastic garbage bags. Bags are replaced each time the bin is emptied.
- Recycling bins are cleaned as necessary with detergent and hot water.
- Trash compactors are opened and cleaned on a regular basis.
- Paper and cardboard are stored away from potential sources of food, such as dining areas, recycling bins, vending machines, etc.
- Recyclable materials are collected and moved off site at least weekly.

**Action needed:**

**Completed (Date/Initials)**

**Wasp IPM**

**Yes No**

- Between May and October, building exteriors and outdoor equipment are inspected for wasp nesting activity every 2 weeks. Nests located near areas of human activity are destroyed.
- All trash containers have tight-fitting lids or spring loaded doors.
- All waste is sealed into plastic bags before disposal.
- Trash is frequently emptied, especially during warm weather.
- Dumpsters are washed on a regular basis to eliminate spilled food and liquids.
- Food consumption is limited outdoors. Trash is promptly cleaned up after outdoor events where food was served.
- Openings in outside walls, playground structures, fences, pipes, hollow fence posts, meter boxes, wall voids, etc. are sealed to prevent wasps from building nests.
- Students and staff promptly report evidence of wasp nests (concentrated wasp activity or visible nests) on school grounds to IPM coordinator.
- Staff are trained in appropriate emergency response for stings.

**Action needed:**

**Completed (Date/Initials)**



## School IPM Checklist

### Grounds Managers, Landscapers

Need help with pest control

**Name:** \_\_\_\_\_

**Room/Area:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### Instructions

1. Read the information on this sheet.
2. Check the appropriate “Yes” or “No” boxes.
3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section and check the ‘Need help’ box above. Record date and initials to show when problems have been corrected.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

It is the policy of this school district to manage pest problems in ways that pose the least hazard to human health and the environment. To this end, we have adopted an integrated pest management (IPM) program. IPM combines pest prevention, non-chemical pest control methods, and the appropriate use of pesticides that are the least harmful to human health and the environment. By addressing and correcting the root causes of pest problems, IPM can provide long-term, economical pest control and minimize the risk of pesticide exposure.

We are asking for your cooperation with our IPM program! The success of IPM depends on the involvement of many individuals. Students, teachers, school staff, administration, and parents are all participants in the IPM program. Together we can help reduce pest problems and pesticide applications. You can have a positive impact on our goal to reduce pest problems by completing the following checklist as indicated by your IPM coordinator.

Grounds management staff play key roles in an IPM program. They are responsible for recognizing and correcting conditions that may lead to pest problems. A good management program, that includes as many appropriate actions as possible from the following list, should minimize conditions that attract or support pests while providing safe, healthy, attractive, and functional school grounds. The grounds are so varied that it is impossible to remove all sources of food, water, and shelter for pests, but it is possible to minimize conditions that attract or support them. It is important that all grounds maintenance staff be adequately trained to recognize and prevent pest problems. Refer to the Fact Sheets chapter of this tool kit for additional information on turf and landscape care and tips for weed, insect and plant disease monitoring and prevention practices.

### **Waste Management**

**Yes No**

- An adequate number of trash receptacles are in place where people use outdoor benches and dining areas and are likely to leave food debris behind.
- Outdoor trash receptacles (preferably metal) have self-closing lids, are kept clean, and are emptied daily.
- Trash receptacles with an open design, such as wire mesh, have openings less than 1/4" in diameter.
- Trash receptacles are elevated off the ground.
- Empty beverage containers are double-rinsed, kept in tightly sealed pest-proof containers, and removed daily.
- Food concession buildings (snack shacks) are regularly inspected, kept clean, pest free, well sealed, with all food sealed in pest-proof containers.

**Action needed:**

**Completed (Date/Initials)**

### **Water Management**

**Yes No**

- Water does not pool for any period of time anywhere on school grounds.
- Gutters and drainpipes are regularly cleaned and in good condition.
- Vehicle tires are not used in play areas or have drainage holes that prevent them from collecting water and are inspected regularly for standing water and wasp nests.

**Action needed:**

**Completed (Date/Initials)**



## Landscaping

Yes No

- School grounds are regularly scouted for weeds, insects and diseases.
- Bark and wood chips are kept more than 12 inches from building).
- Where possible, trees and shrubs are trimmed to have at least 12 inches of clearance between the ground and foliage and more than 12 inches from foliage to bulding.
- Climbing vines are removed from exterior walls.
- Tree limbs are trimmed to at least 6 feet (10 feet if squirrels are a problem) away from building and roof.
- Leaves and other clutter that accumulate along foundations, retaining walls, etc. are removed promptly.
- Walls and fencelines are kept free from weeds and debris that might provide pest shelter.
- A list of approved plants is developed and maintained for the school.
- Plants selected for planting, including gardens and memorial plantings, are appropriate for each site.
- Pest and drought resistant plants that are native, or non-invasive alien plants from similar climates, are used for new landscaping.
- Plants that shed a minimum of seeds and fruits are used for landscaping.
- Fallen seeds and fruit from ornamental plantings are picked up and disposed of promptly.
- Soil and pavement directly adjacent to buildings and retaining walls are graded away from buildings. Drainage is adequate to account for roof and pavement runoff, sprinkler systems, down spouts, etc.
- Outdoor “bug zappers” are not used.

**Action needed:**

**Completed (Date/Initials)**





## School IPM Checklist

### Turf Managers

Need help with pest control

#### Instructions

Name: \_\_\_\_\_

Room/Area: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

1. Read the information on this sheet.
2. Check the appropriate “Yes” or “No” boxes.
3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section and check the ‘Need help’ box above.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

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We are asking for your cooperation with our IPM program! The success of IPM involves many individuals. Students, teachers, school staff, administration, and parents all participate in IPM. Together we can help reduce pest problems and pesticide applications. You can help our goal to reduce pest problems by completing the following checklist as indicated by your IPM coordinator. Refer to the Fact Sheets chapter of this tool kit for help in identifying, monitoring, preventing, and managing pests.

#### Turf Management

Yes No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Turf is regularly scouted for weeds, insects, and diseases. Monitoring records are kept in the IPM logbook.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Pests are identified before any control actions are taken. Control actions are recorded in the IPM logbook.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Turf receives 1 inch of water as rain or irrigation per week, or is not used and is allowed to go dormant during summer months. |
| <input type="checkbox"/> | <input type="checkbox"/> | If irrigation is used, it is applied during early morning hours.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Turf is mowed when the grass is dry and soil is not excessively moist.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mowing height is set to 2½-3 inches.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mowing is frequent enough to remove no more than 1/3 of the leaf blade at any one cutting                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Mowing blades are kept sharp.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil is tested every year, pH is adjusted and fertilizer is added as indicated.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Low maintenance turf is soil tested every 3 years.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Turf is fertilized at least twice each year. Low maintenance turf is fertilized once a year.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | High-use turf is aerified at least once each year.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bare spots and damaged turf are overseeded and top-dressed as necessary.  |

Thatch is kept to no more than <sup>3</sup>/<sub>4</sub>-inch depth.

**Action needed:**

**Completed (Date/Initials)**



## School IPM Checklist

### Food Services Staff

Need help with pest control

#### Instructions

Name: \_\_\_\_\_

Room/Area: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

1. Read the information on this sheet.
2. Check the appropriate “Yes” or “No” boxes.
3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section and check the ‘Need help’ box above.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

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We are asking for your cooperation with our IPM program! The success of IPM depends on the involvement of many individuals. Students, teachers, school staff, administration, and parents are all participants in the IPM program. Together we can help reduce pest problems and pesticide applications. Do not pressure school staff to apply pesticides; there are other effective means of controlling pest problems. You can have a positive impact on our goal to reduce pest problems by completing the following checklist as indicated by your IPM coordinator.

Food handling and preparation areas are among the most critical areas for pest management. It is essential that kitchen staff practice good sanitation and proper food storage and play an active role in implementing the IPM program.

#### Inspections and Pest Monitoring

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Insect monitoring traps and glue boards or mouse traps are used to monitor for crawling insects and rodents at least monthly, and checked daily when a rodent infestation is detected.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Incoming shipments of food and supplies are inspected for pests upon delivery and rejected if infested.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen, food pantry, and cafeteria are inspected for evidence of pests (droppings, webbing, insects, odors, etc.) at least twice per month. Results and appropriate action taken are recorded in a log book and promptly reported to the IPM coordinator. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pipes, garbage disposal conduits, drain-fittings, ice machines, etc. (including those in out-of-the-way places) are inspected weekly for leaks and repaired promptly.  |

Food Services Staff Checklist page 2

- Water is not left standing in steam tables or sinks when not in use and never overnight.
- Openings around electrical conduits, pipe chases, and ducts are sealed or covered with escutcheon plates.
- Floor drains are covered with screens.
- Drain traps are kept full of water.
- Sewer lines are in good repair.
- Out-of-date charts or paper notices are removed from walls monthly.

**Action needed:**

**Completed (Date/Initials)**

**Cleaning**

**Yes No**

- All kitchen areas are cleaned thoroughly before end of each day in use.
- Pits below dumb waiters are checked and cleaned frequently.
- Portable items such as food carts and tray racks are cleaned frequently and kept free of food debris. Steam cleaning is preferable.
- All used dishes and utensils are cleaned by the end of the day.
- All surfaces are cleaned and dry by the end of the day.
- Surfaces in food preparation and serving areas are regularly cleaned of any grease deposits.
- Vending machines are maintained in clean condition inside and out.
- Wiping cloths, aprons, and other linens are disposable or laundered daily.
- Mops and mop buckets are properly dried and stored after each use.
- Drain covers are removed and drains are cleaned weekly with a long-handled brush and cleaning solution.
- Overflow water trays in refrigeration units are cleaned and emptied regularly.
- Areas around and under appliances and furnishings that are rarely moved are thoroughly cleaned at least monthly to remove accumulated grease, dust, etc.

**Action needed:**

**Completed (Date/Initials)**

**Waste Management**

**Yes No**

- Dumpsters have rain covers or lids in good condition and are kept closed to keep rodents out and garbage in.
- Dumpsters are never allowed to overflow. The lid can always be fully closed.
- Dumpsters are located as far away as practical from building entrances and windows.
- Garbage that is not put in dumpsters is placed in lined trashcans. If outdoors, cans have tight fitting lids and are kept closed when not in use.
- Garbage cans are cleaned periodically with hot water and detergent.
- Food waste is stored in sealed plastic bags and placed, not tossed, into dumpster so bags do not break open.
- Food that has come in direct contact with pests (such as ants, mice, cockroaches, meal worms, or other stored product pests) is considered contaminated and is discarded promptly.
- Packing and shipping trash (bags, boxes, pallets) is promptly and properly disposed of or recycled.
- Recyclable containers are washed with soapy water before storage or stored refrigerated or in pest-proof containers and regularly moved off-site.
- Waste with liquid food residues (e.g., milk cartons, juice boxes) are drained of excess liquid before discarding.
- Weather stripping and door sweeps are present and in good condition on exterior doors.

**Action needed:**

**Completed (Date/Initials)**



**Storage**

**Yes No**

- Stored products are rotated on a “first in, first out” basis. Storing unnecessary quantities of items is avoided.
- Food storage areas are inspected twice monthly for evidence of pests.
- Any evidence of pests (droppings, insects, webbing, gnawed holes in packaging or walls) are promptly recorded in the logbook and reported to the IPM coordinator for appropriate action.
- Food products are stored in refrigerators or in pest-proof containers.
- Torn or broken food packaging is repaired as soon as possible or, if damaged, the food is repacked in new containers.
- Foodstuffs and dry goods are stored at least 12” off the floor in tightly sealed, pest-proof containers such as plastic storage boxes.
- If possible, shelving units are kept away from walls to allow for inspection
- Open metal shelving is used for storage. Wooden shelving is avoided.
- Food and non-food items are stored separately to facilitate inspection and pest prevention.
- Food is not left uncovered or exposed overnight.
- Inspection aisles (at least 6" x 6") are maintained around bulk stored products.
- Shelf paper is not used.

**Action needed:**

**Completed (Date/Initials)**

**Other Control Measures**

**Yes No**

- Unscreened doors and windows leading outdoors (especially to dumpsters) from food service areas are never left propped open.
- Broken door sweeps, screens, and door closers are promptly reported and repaired.
- Cracks and crevices in walls and floors and around permanent fixtures are promptly reported and caulked.
- Purchases of new kitchen appliances and fixtures are of pest-resistant design (i.e., open design, few or no hiding places for insects, freestanding and on casters or wheels for easy thorough cleaning).

**Action needed:**

**Completed (Date/Initials)**



## School IPM Checklist

### Office Staff, Teachers, and Students

**Need help with pest control**

**Name:** \_\_\_\_\_

**Room/Area:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### Instructions

1. Read the information on this sheet.
2. Check the appropriate “Yes” or “No” boxes.
3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section and check the ‘Need help’ box above.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

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We are asking for your cooperation with our IPM program! The success of IPM depends on the involvement of many individuals. Students, teachers, school staff, administration, and parents are all participants in the IPM program. Together we can help reduce pest problems and pesticide applications. Do not pressure school staff to apply pesticides; there are other effective means of controlling pest problems. You can have a positive impact on our goal to reduce pest problems by completing the following checklist as indicated by your IPM coordinator.

The most important pest management responsibility of students and staff is sanitation. Much of the prevention and reduction of pest infestation depends on whether or not food is left in classrooms, common areas, and lockers. In addition, staff and students can provide important information by reporting the presence of pests.

#### Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Only district-approved staff are allowed to apply any pesticide including wasp sprays and ant cups.  |
| <input type="checkbox"/> | <input type="checkbox"/> | District policies concerning use of disinfectants, cleaners, and sanitizers are adhered to.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Clogged or leaking plumbing, lavatories, sinks, water fountains, heating/ventilation systems, or water coolers are promptly reported and repaired. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sink areas kept clean and dry.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash generated after custodians have left is removed from the classroom by end of day.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Work areas are neat and organized.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Leftover or spilled food and beverages are cleaned-up immediately.   |

**Yes No**

- Spills on carpets are reported to maintenance and cleaned immediately.
- Empty cans and bottles are rinsed and excess water drained, removed from classrooms, and placed in designated bins.
- Recyclables are stored only in designated receptacles.
- Classrooms and storage areas are organized; not cluttered or congested. Cardboard boxes are kept to a minimum.
- The unit ventilator is clean. If liquid has spilled inside, the filter has been replaced.
- All vents, air conditioners, heating units, and unit ventilators are not blocked (nothing placed on unit ventilators).
- All malfunctioning equipment, especially heating, ventilating, air conditioning, and plumbing, is promptly reported and repaired.
- Windows screens in good repair.
- Windows without screens are kept closed.
- Exterior doors that could allow pests to enter are kept closed.
- Refrigerators, vending machines, and microwaves are clean and free of spills.
- Sticky traps and bait boxes to monitor or kill pests are tamper-proof and inaccessible to students.
- No pesticides, cleaning products, or other chemicals are stored in classrooms. Any pesticides stored on school property are kept in locked cabinets.
- Open, unsealed food is not stored in desks, file cabinets, or lockers.
- Keep potted plants to a minimum. Avoid overwatering and check regularly for pests and moldy smell.
- Cracks and crevices in walls, floors, around pipes, under cabinets, etc. are promptly reported and sealed.
- Lockers and desks are emptied and cleaned at least twice per year.
- Sufficient space between coat hooks is provided so that each child's hat and coat do not touch those of another to prevent spreading of head lice.
- Food, food wrappers, and open beverage containers are removed from lockers, desks, and teachers' rooms daily
- Potential pest food items used in classrooms (e.g., beans, plant seeds, pet food and bedding, decorative corn, gourds) are refrigerated or stored in glass or metal containers with pest-proof lids.
- Food and beverages are allowed only in designated areas that are cleaned daily.
- Materials are stored away from walls and off floors to allow for regular pest inspection.
- Animal wastes from classroom pets or laboratory animals are flushed or placed in sealed containers before disposal.
- Heavy furnishings and equipment (e.g., staff desks, bookcases, filing cabinets) are moved to permit thorough cleaning around and underneath at least annually.
- Furniture that is rarely moved (e.g., staff desks, bookcases, filing cabinets) are of a design that permits complete cleaning under and around the furniture, or ready movement for cleaning purposes.

- Overstuffed furniture is avoided. Used furniture and other items are checked thoroughly for pests before being brought into schools.
- Students are instructed not to exchange hats, scarves, combs, and brushes.
- Information about pest ecology, pesticides, and IPM is included in appropriate curricula.

**Action needed:**

**Completed (Date/Initials)**





## School IPM Checklist

### School Nurse/Health Coordinator

Need help with pest control

#### Instructions

Name: \_\_\_\_\_

Room/Area: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

1. Read the information on this sheet.
2. Check the appropriate “Yes” or “No” boxes.
3. Write any items needing attention (usually indicated by a ‘No’ response) in the places provided at the end of each section and check the ‘Need help’ box above.
4. Return completed checklist to the IPM coordinator; keep a copy for your records.

It has been well documented that pests and pesticides contribute to asthma and other health problems. It is the policy of this school district to manage pest problems in ways that pose the least hazard to human health and the environment. To this end, we have adopted an integrated pest management (IPM) program. IPM combines pest prevention, non-chemical pest control methods, and the appropriate use of pesticides that are the least harmful to human health and the environment. By addressing and correcting the root causes of pest problems, IPM can provide long-term, economical pest control and minimize the risk of pesticide exposure.

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#### Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | School health professional is a member of the school’s environmental, safety, IPM, and indoor air quality teams.   |
| <input type="checkbox"/> | <input type="checkbox"/> | School health professional maintains MSD sheets for all pesticides used on school property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The school health professional is aware of the connection among allergies, air quality, pests, and pesticides.   |
| <input type="checkbox"/> | <input type="checkbox"/> | School health professional is trained to identify the signs and symptoms of pesticide exposure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The school health professional communicates with administration, teachers, custodians, and contractors to minimize risk of unhealthful chemical exposure to school staff and students. |
| <input type="checkbox"/> | <input type="checkbox"/> | Records of all children and staff members with asthma or chemical sensitivities are maintained.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A log of health complaints that notes symptoms, location and time of symptom onset, and exposure to pollutant sources is maintained.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The school health professional is alert to potential trends in health complaints, especially in timing or location of complaints.  |

**Yes No**

- Policies/procedures addressing animals in the classroom are in place. The best way to keep the school free of animal allergens is to keep animals out of school.
- School health professional communicates accurate head lice information to parents, students, and school staff.
- School health professional knows effective, alternative head lice treatments and where to get more information.
- School health professional emphasizes to parents the importance of reading and following the instructions on lice-control shampoos if a parent chooses to use these products.
- School health professional can explain the limitations and actual effects of over-the-counter and prescription treatments on head lice at their different life stages.
- Policies/procedures addressing the use of insect repellents are in place.

**Action needed:**

**Completed (Date/Initials)**