

Best Management Practices for Classrooms, Offices, Staff Lounges, and Hallways

Integrated pest management combines inspections, pest knowledge, control tactics, monitoring, recordkeeping, and communication to reduce pest problems. It uses methods that minimize environmental, health, and economic risks to reduce pest problems. IPM practices such as sanitation reduce pest habitat inside buildings and exclusion keeps them out. Success of an IPM program can be enhanced by including faculty, students, staff, and administration as part of the solution.

Prompt Reporting Is Key

- Report any student or staff allergies (e.g., stinging insects, mammals, cockroaches) to nurse.
- Report any pest sightings to custodian, and the Pest Sighting Log Book if there is one.
Note:
 - Type and numbers of pests
 - Location of pests
 - When you sighted them and sighting frequency
 - Other information that might be the cause (e.g., source of food)

BMPs for Staff Lounge — Much like any kitchen setting, pest management depends on sanitation and exclusion.

Sanitation

- Determine responsibility for each aspect of sanitation
- Store all food in pest resistant packaging
- Report leaking pipes and fixtures, clogged drains, water damage, and incidence of condensation (sweating) of water pipes
- Housekeeping
 - Keep sinks, garbage cans and workspaces free of food debris
 - Reduce clutter, cardboard, and paper that provides harborage for pests
 - Keep food storage area organized, and clean of crumbs and spillage
- Clean up spilled food
 - Do not leave dishes in sink overnight
- Trash and recycling
 - Keep trash can lids shut
 - Ensure recyclables are rinsed of liquids and food before placing in bin
 - Ensure custodians
 - Empty garbage every day and dispose outside the building

- Line trash cans
- Wash trashcans and recycling bins when needed

Exclusion

- Monitor for and report all custodial issues such as
 - Gaps and penetrations where utility lines (water pipes, electricity) enter the building and between rooms
 - Improper seals that leave cracks and gaps in floors, foundations, windows, door jambs, and vents
 - Window screens in need of repair
 - Keep doors and windows shut where screens are missing (particularly near the dumpster and other areas that attract sting insects (e.g., fruit trees))

BMPS for Classrooms, Hallways and Offices

Sanitation

- Determine responsibility for all aspects of sanitation
- Manage food
 - Store all food for snacks, meals, or art projects in pest resistant packaging
 - Remove all stored food from excess cardboard packaging
 - Except for the day's lunch meal, keep desks and lockers free of old food and snacks
- Housekeeping
 - Keep sinks, garbage cans and workspaces free of food debris
 - Reduce clutter, cardboard, and paper that provides covers for pests
 - Keep shelves where food is stored organized, and clean of crumbs and spillage
 - Clean up spilled food daily
- Trash and recycling
 - Keep lids to trashcan shut
 - Ensure recyclables are rinsed of liquids and food before placing in bin
 - Ensure custodians:
 - Empty garbage every day and dispose outside the building
 - Line trash cans
 - Wash trashcans and recycling bins when needed

Exclusion

- Keep exterior doors and windows closed unless you have a screen
 - Report missing screens to custodians
- Repairs — report all issues to custodian
 - Gaps where utility lines (water pipes, electricity) enter the building and between rooms

- Failed seals such cracks and gaps in floors, foundations, windows, door jambs, and vents
- Window screens in need of repair
- Outdoor plant material in need of trimming due to proximity to structure
- Cleanup dropped fruit from fruiting trees near building