**Information for IPM Contractor to Provide Schools**

**in their Routine and Emergency Service Reports**

Written by Lynn Rose based on information needed by the school or district to update an *IPM Plan*

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Proposed information to record in contractor *Service Reports* provided to school or district following service provision by an IPM technician:

* How the contractor’s findings, proposed actions and/or strategies relate to:
  + The school’s *Building IPM Assessment* – Contractor’s should note how their findings and actions reflect identified:
    - seasonal pest issues
    - building structure issues
    - occupant induced problems (sanitation, clutter, food, etc)
  + The school’s *IPM Strategy* - Contractor’s should note how their actions fit into an established strategy, if there is one.
* Results of IPM monitoring activities – Contractors should note whether:
  + issue is new or ongoing
  + the monitoring data reflects a change in population levels
  + changes are significant, and require monitoring and/or action
  + if changes illustrate success or failure of an IPM strategy and/or action, or lack of inaction
  + if they represent failure of a strategy, why it was unsuccessful
* Recommendations and reasons for changes in:
  + scheduled monitoring and services
  + annual strategy

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NOTES:

* Consider adding a clause in your IPM contract for the contractor to notify a designated administrator if correctable issues have not been addressed after a certain number of visits (e.g. three visits).
* Ensure that someone (e.g. senior custodian) reviews the service reports when they are submitted to ensure work orders are submitted and problems are reported to the appropriate entities. Corrective actions can range from policies and procedures for occupants and employees, to building repairs and maintenance. Someone should be assigned to follow-up on the issues submitted for corrective action.