**School IPM Tool Kit Administrators IPM Checklist**

The checklist below outlines some basic steps required to start

 your school's IPM Program.

[ ]  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.

[ ]  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.

[ ]  Provide regular IPM and hazardous substances training opportunities for the staff.

[ ]  Verify that staff members 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.