School IPM Tool Kit

 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 identity 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 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.

 • 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.

 • Conduct this thorough facilities inspection at least annually.

 **Conducting the inspection**

 • Photocopy this checklist and put it on a clipboard. Obtain or create a floor plan 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 floor plan 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**

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

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

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

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

**Instructions**

1. Read the instructions on the preceding pages.

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**

0 0 Cracks and crevices in walls and floors and around permanent fixtures are sealed.

0 0 Openings around electrical conduits, pipe chases, and ducts are sealed or covered with escutcheon plates.

0 0 Floor drains are covered with screens.

0 0 Floor drains are cleaned regularly with a long-handled brush and cleaning solution.

0 0 Floor drain traps are kept full of water.

0 0 Plumbing is kept in good repair (no dripping pipes, faucets, or plugged drains).

0 0 Sewer lines are in good repair.

0 0 All surfaces, trays, and dishes are cleaned and dry by the end of the day.

0 0 All surfaces in food preparation and serving areas are regularly cleaned of grease deposits.

0 0 Wiping cloths are disposable or laundered daily.

0 0 Mops and mop buckets are properly dried and stored (mops upside down, buckets emptied).

0 0 Overflow water trays in refrigeration units are cleaned and emptied as often as necessary to prevent water leaks.

0 0 Areas around and under appliances and furnishings that are rarely moved (e.g., refrigerators, shelving units) are thoroughly cleaned to remove accumulated grease, dust, etc., at least monthly.

0 0 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 cleaning).

0 0 Out-of-date charts or paper notices are removed from walls monthly.

0 0 Vending machines are maintained in clean condition inside and out.

0 0 Recyclable containers are washed with soapy water before storage or stored refrigerated or in pest-proof containers and regularly moved off-site.

0 0 Food waste from preparation and serving areas is stored in sealed, leak proof plastic bags before removal from school grounds.

0 0 Waste with liquid food residues (e.g., milk cartons, juice boxes) are drained of excess moisture before discarding.

0 0 Weather stripping and door sweeps are present and in good condition on exterior doors.

**Kitchen and Cafeteria**

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

**Food Storage Areas**

**Yes No**

0 0 Incoming shipments of food products, paper supplies, etc. are inspected for pests and rejected if infested.

0 0 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.

0 0 Packing and shipping materials (bags, boxes, pallets) are promptly removed from food storage areas and properly disposed of or recycled.

0 0 Stored products are rotated on a "first in, first out" basis to reduce potential for pest harborage and reproduction.

0 0 Bulk stored products are not permitted direct contact with walls or floors, allowing access for inspection and reducing pest harborages.

0 0 Inspection aisles (> 6" x 6") are maintained around bulk stored products.

0 0 Food storage areas are inspected twice monthly for evidence of pests.

0 0 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.

0 0 Shelf paper is not used.

0 0 Paper products are stored separately from food products.

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

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

**Yes No**

0 0 Cracks and crevices in walls and floors are sealed.

0 0 Lockers and desks are emptied and cleaned at least twice per year.

0 0 Floors are cleaned regularly.

0 0 Beverage and food containers kept for recycling are washed before storage or sealed in pest-proof containers and moved off-site regularly.

0 0 Food or food wrappers are removed from lockers, desks, and teachers' rooms daily.

0 0 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.

0 0 Refrigerators, microwave ovens, and vending machines are clean inside and out.

0 0 Sink areas are kept clean and dry.

0 0 Food and beverages are allowed only in limited designated areas that are cleaned daily.

0 0 Materials are stored away from walls to allow for regular pest inspection.

0 0 Waste materials in all rooms within the school building are collected and removed to a dumpster, compactor, or designated pickup location daily.

0 0 Animal wastes from classroom pets or laboratory animals are flushed or placed in sealed containers before disposal.

0 0 Moisture problems and damage are promptly reported and corrected.

0 0 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.

0 0 Furniture rarely moved (e.g., staff desks, bookcases, filing cabinets) is thoroughly cleaned on, around, and under at least annually.

0 0 New furniture purchases are on wheels or castors to permit them to be easily moved.

0 0 New stuffed chairs or couches are inspected for bed bugs and other pests before they are brought into the school.

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

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

**Restrooms**

**Yes No**

0 0 Rooms are cleaned and trash is removed daily.

0 0 Drain covers are removed and drains are regularly cleaned with a long-handled brush and cleaning solution.

0 0 Cracks and crevices in walls and floors and behind fixtures are sealed or caulked.

0 0 Plumbing is in good repair (no leaks, drips, clogged drains).

0 0 Escutcheon plates are in place and sealed around pipe holes.

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

**Custodial and Maintenance Areas/Duties**

**Yes No**

0 0 Tasks requiring cleaning are clearly distinguished from disinfecting tasks and products used for routine cleaning do not contain disinfectants.

0 0 Cleaning and disinfecting products are stored in secure areas inaccessible to children.

0 0 Custodial products in aerosol containers are not used.

0 0 Mops and mop buckets are properly dried and stored (e.g.,mops hung upside down, buckets emptied).

0 0 Trash/recycling rooms, compactors, and dumpsters are regularly inspected: spills are cleaned up; and leaks are repaired promptly.

0 0 Indoor garbage is kept in lined, covered, clean containers, and emptied daily.

0 0 Packing and shipping waste is disposed of promptly.

0 0 Stored waste is collected and moved off site at least once weekly.

0 0 Recyclables are rinsed or stored in pest-proof containers and moved off site weekly.

0 0 Vent or heater filters are cleaned or replaced as per manufacturer's recommended interval or more frequently.

0 0 The inside of vents and ducts are inspected at least every three years and cleaned by a licensed contractor when needed.

0 0 Moisture sources are corrected (e.g., ventilate areas where condensation forms frequently, repair plumbing , roof leaks, dripping air conditioners, leaking windows, etc).

0 0 Moisture damage is corrected (replace water-damaged ceiling tiles, or replace water soaked carpeting, repair and replace water damaged wood, etc.)

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

**Outdoors**

**Yes No**

0 0 Tree limbs are at least 6 ft (10 feet if tree squirrels are a problem) away from building.

0 0 Vegetation, shrubs, and bark mulch are kept back more than 12 inches from the building.

0 0 Exterior doors are kept shut when not in use.

0 0 Windows and vents are screened or filtered and screens are in good condition.

0 0 Weather stripping and door sweeps are present and in good condition on exterior doors.

0 0 Building eaves, walls, gutters, and roofs are sound. No evidence of water leaks or holes.

0 0 Cracks in foundation or walls and openings around conduit, plumbing, and doorways are sealed.

0 0 Garbage containers, compactors, and garbage storage are placed at least 50 feet away from building entrances.

0 0 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.

0 0 Dumpsters are placed on a hard, cleanable surface.

0 0 Dumpsters are emptied weekly and cleaned regularly.

0 0 Dumpsters have close-fitting lids that are kept closed.

0 0 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.

0 0 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.

0 0 Stinging insect nests located in or near areas of human activity are destroyed in a safe and legal manner.

0 0 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**

0 0 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 state’s regulatory agency, except when used for routine cleaning or for emergency protection from stinging insects.

0 0 No pesticides are applied for pests causing aesthetic damage only.

0 0 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.

0 0 Notification and posting is conducted in advance of pesticide use when required.

0 0 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.

0 0 At the beginning of each year, all staff and students are instructed in approved pest prevention, management, and pest reporting procedures.

0 0 Lesser risk options for pest management, especially non-pesticide options, are used first when action is required.

0 0 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.

0 0 Pest devices containing pesticides, such as rodent bait stations or ant bait cups, are each marked with appropriate warning language.

0 0 Pest traps and bait stations are checked at least monthly.

0 0 Rodent traps are checked and emptied daily.

0 0 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, chlorine­containing chemicals not stored near acids or ammonia).

0 0 Labels and safety data sheets (SDSs) for each pesticide and other hazardous chemical are maintained in an accessible location.

0 0 Pesticide inventory (including disinfectants) is managed to track current stock use and to ensure proper disposal of unused materials and empty containers.

0 0 Personal protective equipment (PPE) required for application of disinfectants, stinging insect sprays, or other pesticides is provided for and worn by all applicators.

0 0 Pesticides are only applied when there are no unprotected people in the area.

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