School IPM Tool Kit



Custodial and Building Maintenance

Staff Checklist

**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**

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 except for graffiti-removal products.

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

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

**Custodial and Building Maintenance Staff Checklist**

**Restrooms**

**Yes No**

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

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

0 0 Rooms are cleaned and trash is removed daily.

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 Building Maintenance Staff Checklist**

**Classrooms, Hallways and Office Areas**

**Yes No**

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

0 0 Stored materials are uncluttered and storage areas easy to inspect for pests.

0 0 Boxes, paper supplies, and similar materials are not stored in the same areas as food or trash.

0 0 Supplies are not stored in boxes for long periods of time. Orders for supplies do not exceed short-term needs.

0 0 Areas near doors and windows are kept clear.

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

0 0 Food is consumed only in designated areas; these areas are kept clean.

0 0 Food items are stored in a refrigerator or pest-proof containers.

0 0 Sink areas are kept clean and dry.

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

Custodial and Building Maintenance Staff Checklist

**Plumbing / Ventilation**

**Yes No**

0 0 School buildings are regularly inspected for signs of moisture, leaks, or spills.

0 0 Drains are cleaned and inspected regularly.

0 0 Plumbing is in good repair: no dripping pipes, faucets or other uncontrolled water sources.

0 0 Slow or clogged drains, leaking pipes, and dripping faucets are fixed immediately.

0 0 Floor and sink traps are kept full of water.

0 0 Sewer lines are in good repair.

0 0 Pipes that encourage condensation, such as refrigeration units, are insulated.

0 0 Hot water pipes are insulated wherever possible, particularly in tight, out-of-the-way places.

0 0 Steam leaks are repaired immediately.

0 0 Water coolers with overflow basins are emptied and cleaned as frequently as necessary.

0 0 Vent or heater filters are cleaned or replaced 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.

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

**Custodial and Building Maintenance Staff Checklist**

**Building Exteriors**

**Yes No**

0 0 Building eaves, walls, and roofs are inspected at least quarterly and repaired as needed.

0 0 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

0 0 Where possible, low-pressure sodium vapor bulbs are used for exterior lights.

0 0 Where possible, lighting is placed away from buildings and trained on the exterior rather than attached directly to the wall.

0 0 If lights must be attached to buildings, they are placed as far from doorways and windows as possible, particularly frequently used doorways.

0 0 Weather stripping and door sweeps are used to prevent pest entry.

0 0 Openings around electrical conduit, plumbing, cracks in foundation, and other potential access sites are sealed.

0 0 Building eaves, walls, and rain gutters are in good repair- water drains away from the building.

0 0 Windows, screens, and vent covers are kept in good repair.

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

0 0 Doors and windows that do not close completely are fixed immediately.

0 0 Doors leading outside from food service areas are equipped with self-closures or air curtains.

0 0 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.

0 0 Temporary repairs made by pest control contractors are permanently fixed as soon as possible.

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

**Custodial and Building Maintenance Staff Checklist**

**Waste Management**

**Yes No**

0 0 Outdoor trash receptacles and dumpsters are kept at least 50 feet from building entrances.

0 0 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.

0 0 Areas around dumpsters and trash receptacles are free of food residues, leaves, weeds, and debris that attract and provide harborage to pests.

0 0 Dumpsters are placed on well-drained concrete, asphalt, or gravel pads.

0 0 Dumpster lids are kept closed. Dumpsters are never filled so high that the lids cannot be shut.

0 0 If a dumpster lid is broken, or the dumpster is full, the management company responsible for the waste pickup is contacted immediately.

0 0 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.

0 0 Where possible, trash receptacles are elevated off the ground.

0 0 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.

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

0 0 Garbage is not accessible to pests overnight.

0 0 Stored trash is in a single area, closed off from the rest of the building, and frequently cleaned.

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

0 0 All garbage cans and dumpsters are kept clean and are washed regularly.

0 0 Trash/recycling rooms are inspected and cleaned regularly.

0 0 Packing and shipping waste is promptly disposed of or moved off-site for recycling.

0 0 Indoor trash is emptied late during the day after lunch and afternoon breaks.

0 0 Trash can liners are replaced each time the receptacle is emptied.

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

**Recycling**

**Yes No**

0 0 Cans, bottles, styrene plates, etc. are washed off thoroughly and excess water is shaken off before placing in recycling bins.

0 0 If recyclables are not rinsed, they are stored in containers with tight fitting lids that are emptied as often as possible.

0 0 Recycling bins are lined with plastic garbage bags. Bags are replaced each time the bin is emptied.

0 0 Recycling bins are cleaned as necessary with detergent and hot water.

0 0 Trash compactors are opened and cleaned on a regular basis.

0 0 Paper and cardboard are stored away from potential sources of food, such as dining areas, recycling bins, vending machines, etc.

0 0 Recyclable materials are collected and moved off site at least weekly.

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

**Custodial and Building Maintenance Staff Checklist**

**Wasp IPM**

**Yes No**

0 0 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.

0 0 All trash containers have tight-fitting lids or spring loaded doors.

0 0 All waste is sealed into plastic bags before disposal.

0 0 Trash is frequently emptied, especially during warm weather.

0 0 Dumpsters are washed on a regular basis to eliminate spilled food and liquids.

0 0 Food consumption is limited outdoors. Trash is promptly cleaned up after outdoor events where food was served.

0 0 Openings in outside walls, playground structures, fences, pipes, hollow fence posts, meter boxes, wall voids, etc. are sealed to prevent wasps from building nests.

0 0 Students and staff promptly report evidence of wasp nests (concentrated wasp activity or visible nests) on school grounds to IPM coordinator.

0 0 Staff members are trained in appropriate emergency response for stings.

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