



**BEST MANAGEMENT PRACTICES:**  
 CLASSROOMS, OFFICES, STAFF LOUNGES,  
 AND HALLWAYS

Determine  
 Responsibility:

		Staff	Custodial	Administration
Ongoing management	An IPM policy provides a specific plan of action to improve pest management	x	x	x
Ongoing management	All pest management practices are communicated among responsible parties	x	x	x
Ongoing management	A record-keeping protocol is in place and is being used	x	x	x
Ongoing management	Snap traps or glue boards are used to monitor rodent/insect activity according to district policy		x	
Exclusion: daily	Unprotected foods are transferred into pest-resistant containers	x		
Exclusion: daily	Compromised food packaging is repaired or food is repackaged	x		
Sanitation: daily	All food is stored in pest-resistant glass, plastic or metal containers with tight-fitting lids	x	x	
Sanitation: daily	Foods used for crafts are stored in pest-resistant glass, plastic or metal containers with tight-fitting lids	x	x	
Sanitation: daily	Uneaten meals, snacks and leftovers are stored properly or discarded by the end of the day	x	x	
Sanitation: daily	Food scraps, food spills, and grease residue are cleaned up daily	x	x	
Sanitation: daily	Countertops are cleaned and dried	x	x	
Sanitation: daily	Spills, grease, and sugar are cleaned from stove tops and cooking/warming units	x	x	
Sanitation: daily	Clutter is consistently reduced	x	x	
Sanitation: daily	Floors are swept, vacuumed, or washed as often as possible	x	x	

Sanitation: daily	Green-cleaning supplies are used to improve air quality	x	x	
Sanitation: daily	Garbage cans are double-bagged, rinsed often and trash is collected and placed outdoors daily	x	x	
Sanitation: daily	Emptied disposable/recyclable containers are rinsed well before storage	x	x	
Sanitation: monthly	Food storage areas are kept clean and clutter-free	x		
Sanitation: monthly	Drawers are kept crumb-free and organized	x	x	
Sanitation: monthly	For cleaning access, vending machines are moved on a regular basis		x	
Exclusion: quarterly	Seals around vents, utility boxes and pipes, windows and door jambs are properly maintained		x	
Exclusion: quarterly	Proper insulation of plumbing and drain pipes is maintained to reduce condensation		x	
Exclusion: quarterly	Stainless steel mesh and proper sealants (often siliconized acrylic latex) is used to maintain seals		x	
Exclusion: quarterly	Door sweeps are in good working order, or replaced		x	
Exclusion: quarterly	Window screens are kept clean, and tears and holes are repaired		x	
Exclusion: quarterly	Grounds staff reduce rodent harborage by trimming vegetation away from exterior walls		x	x