

School Integrated Pest Management (IPM) Inspection Checklist

Schools can reduce the likelihood and extent of pest problems through simple procedures and preventative maintenance. *Modified from IPM Standards for Schools, IPM Institute of North America).*

Kitchen and cafeteria

- Cracks and crevices in walls and floors and around permanent fixtures are sealed.
- Openings around electrical conduits, pipe chases, and ducts are sealed.
- Floor drains are covered with screens.
- Floor drains cleaned regularly with a long-handled brush and cleaning solution.
- Floor drain traps are kept full of water.
- Plumbing kept in good repair (no dripping pipes, faucets, or plugged drains)
- Sewer lines are in good repair.
- All surfaces and used utensils, trays, and dishes are cleaned and dry by the end of the day.
- All surfaces in food preparation and serving areas are regularly cleaned of grease deposits.
- Wiping cloths are disposable or laundered daily.
- Mops and mop buckets are properly dried and stored (e.g., mops hung upside down, buckets emptied).
- Overflow water trays in refrigeration units are cleaned and emptied as often as necessary to prevent water leaks.
- Areas around and under appliances and furnishings that are rarely moved (e.g., refrigerators, freezers, shelving units) are thoroughly cleaned to remove accumulated grease, dust, etc., at least monthly.
- 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 thorough cleaning).
- Out-of-date charts or paper notices are removed from walls monthly.
- Vending machines maintained in clean condition inside and out.
- Recyclable containers washed with soapy water before storage or stored refrigerated or in pest-proof containers and regularly moved off-site.
- Food waste from preparation and serving areas is stored in sealed, leakproof plastic bags before removal from school grounds.
- Waste with liquid food residues (e.g., milk cartons, juice boxes) are drained of excess moisture before discarding.

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

Food Storage Areas

- Incoming shipments of food products, paper supplies, etc. are inspected for pests and rejected if infested.
- 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.
- Packing and shipping trash (bags, boxes, pallets) is promptly and properly disposed of or recycled.
- Stored products are rotated on a "first in, first out" basis to reduce potential for pest harborage and reproduction.
- Bulk stored products are not permitted direct contact with walls or floors, allowing access for inspection and reducing pest harborages.
- Inspection aisles (> 6" x 6") are maintained around bulk stored products.
- Food storage areas are inspected twice monthly for evidence of pests.
- 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.
- Shelf paper not used.
- Paper products are stored separately from food products.

Classrooms, Offices and Hallways, Teachers Rooms

- Cracks and crevices in walls and floors are sealed.
- Lockers and desks emptied and cleaned at least twice per year.
- In elementary schools: sufficient space between coat hooks provided so that each child's hat and coat do not touch those of another child to prevent spreading of head lice.
- Floors cleaned regularly.
- Beverage and food containers kept for recycling are washed before storage or sealed in pest-proof container and moved off-site regularly.
- Food or food wrappers are removed from lockers, desks, teachers rooms daily
- 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.

- ❑ Refrigerators, microwave ovens, and vending machines are maintained in clean condition inside and out.
- ❑ Sink areas kept clean and dry.
- ❑ Food and beverages are allowed only in limited designated areas that are cleaned daily.
- ❑ Materials stored away from walls to allow for regular pest inspection.
- ❑ Waste materials in all rooms within the school building are collected and removed to a dumpster, compactor or designated pickup location daily.
- ❑ Animal wastes from classroom pets or laboratory animals are flushed or placed in sealed containers before disposal.
- ❑ Furniture in classrooms and offices that are rarely moved (e.g., staff desks, bookcases, filing cabinets) receive a thorough cleaning around and under to remove accumulated lint, etc., at least annually.
- ❑ Purchases of new office and classroom furniture that is rarely moved (e.g., staff desks, bookcases, filing cabinets) are of a design that permits complete cleaning under and around the furniture, or ready movement for cleaning purposes.

Restrooms

- ❑ Rooms cleaned and trash removed daily.
- ❑ Drains regularly cleaned with long-handled brush.
- ❑ Cracks and crevices in walls and floors sealed.
- ❑ Plumbing in good repair (no leaks, drips, clogged drains).

Custodial and Maintenance Areas/Duties

- ❑ Tasks requiring cleaning are clearly distinguished from disinfecting tasks and products used for routine cleaning do not contain disinfectants.
- ❑ Cleaning and disinfecting products are stored in secure areas inaccessible to children.
- ❑ Custodial products in aerosol containers are not used except for graffiti-removal products.
- ❑ Mops and mop buckets are properly dried and stored (e.g., mops hung upside down, buckets emptied).
- ❑ Trash/recycling rooms, compactors and dumpsters are regularly inspected and spills cleaned up and leaks repaired promptly.
- ❑ Indoor garbage is kept in lined, covered containers and emptied daily.

- Packing and shipping waste disposed of promptly.
- Stored waste is collected and moved off site at least once weekly.
- Recyclables are rinsed or stored in pest-proof containers and moved off site weekly.
- Vent or heater filters are cleaned or replaced as per manufacturer's recommended interval or more frequently.
- The inside of vents and ducts are inspected at least every three years and cleaned by a certified contractor when needed.
- Moisture sources are corrected (e.g., ventilate areas where condensation forms frequently, repair plumbing, roof leaks, dripping air conditioners).

Pest and Pesticide Risk Management

- 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 chemical intended to kill living organisms) are never applied in or on school grounds except by persons licensed and certified in the appropriate category by the Maine Board of Pesticides Control except when used for routine cleaning or for emergency protection from stinging insects.
- No pesticides are applied for pests causing aesthetic damage only.
- Pest monitoring and pest management records are kept in the school in an accessible location.
- Lesser risk options for pest management are used first when action is required.

If baits or traps of any kind are used:

- Each bait station or trap is assigned an identification number
- A map is prepared showing the location and identification number of each trap or bait placement.
- Each trap or bait station is marked with appropriate warning language.
- Bait stations are checked at least monthly
- Rodent traps are checked daily and captured rodents are removed immediately.
- 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, chlorine-containing chemicals not stored near acids or ammonia)
- Material Safety Data Sheets (MSDS) and labels for each pesticide and other hazardous chemical are maintained in an accessible location.

- Pesticides (including disinfectants) inventory is managed to track current stock use and to ensure proper disposal of unused materials and empties.

Outdoors

- Tree limbs at least 6 ft away from building
- Vegetation, shrubs, and bark mulch kept at least 12 inches from building.
- Exterior doors kept shut when not in use.
- Windows and vents screened or filtered and screens are in good condition.
- Weather stripping and door sweeps present and in good condition on exterior doors.
- Building eaves, walls, gutters and roofs are sound. No evidence of water leaks or holes.
- Cracks in foundation or walls, and openings around conduit, plumbing, and doorways are sealed.
- Garbage containers, compactors, and garbage storage are placed away from building entrances.
- Dumpsters placed on hard, cleanable surfaces.
- Dumpsters have close-fitting lids and are kept closed.
- Dumpsters are emptied weekly and cleaned regularly.