

# Checklist of Pest Prevention Items for School Staff

## *I. Outside a Structure*

### A. Building Exterior and Perimeter

1. Entry doors should close tightly. Door sweeps and rubber trim should be replaced at least twice yearly for primary entry doors.
2. Equip entry doors with self-closures.
3. Keep exterior doors closed when not in use.
4. Seal holes around conduits and piping entering a structure.
5. Repair any cracks in exterior walls, especially as these contact soil.
6. Windows and doors used for ventilation should be properly screened.
7. Seal cracks around outside of windows and doors.
8. Replace broken or cracked window panes.
9. Seal existing spaces around soffits and gable vents.
10. Check and clean gutters and downspout drains to ensure they are functioning properly.
11. Remove any item(s) stored against or directly adjacent to the structure.
12. Items stored outside for indefinite periods should be placed on racks elevated at least 12 inches above the ground.
13. Divert the drip line from window air conditioners at least 2 feet away from the building.
14. Install lights on poles away from the structure so they illumine doors and steps, but do not attract insects to the building. Use sodium vapor lights where practical.
15. Design exterior light fixtures to prevent bird roosting or nesting.
16. Correct structural features to prevent bird roosting or nesting. Install bird-proof barriers when structural deficits cannot be easily remedied.
17. Screen ventilation louvers with  $\frac{1}{4}$  inch hardware cloth screen mesh or similar size in coordination with mechanical HVAC requirements.
18. Ensure integrity of hard surfaces (walks, porches, parking, driveways) on school property.
19. Remove food-related garbage from outside picnic or concessions areas at least daily.
20. Keep exterior garbage cans closed when not in use.
21. Place garbage cans at least 25 feet away from entry doors.
22. Pickup litter/trash on school property regularly.

### B. Landscaping Considerations

1. Prune shrubs and trees away from buildings; maintain at least a 12-inch space between the structure and landscape materials.
2. Prune landscape plants away from structural and HVAC vents.
3. Check irrigation system so that no water puddles near the foundation or contacts the structure.
4. Maintain a 2 foot wide by 6 inch deep pea gravel strip around the perimeter of each structure.
5. Remove accumulated shrub and tree leaves, as well as grass clippings, against the building regularly.

6. Check integrity of all plant material on a yearly basis to avoid hazardous situations.
7. Carefully choose plant material for new installations. Consider species diversity, fruit/seed production, site compatibility, and resistance to disease and insect pests.
8. Maintain pre-construction soil levels against the structure during landscape renovations.

#### C. Refuse and Recycling Areas

1. Place exterior garbage dumpsters on hard, cleanable surfaces (concrete or asphalt).
2. Move garbage dumpster as far away from building as possible for site and operations (minimum of 50 feet from doorway).
3. Schedule regular garbage removal (2-3 times a week).
4. Keep garbage dumpster lid(s) closed when not adding fresh material.
5. Clean garbage dumpster quarterly with a pressure washer.
6. Remove soft drink recyclable containers (cans, bottles) from buildings regularly (at least twice monthly).
7. Use plastic liners for recycle collection boxes/barrels.
8. Clean or replace recycle collection boxes/barrels as needed.
9. Locate storage areas for boxes, paper supplies, and other materials in areas separate from food and trash storage.

## *II. Inside a Structure*

#### A. Food Preparation and Cafeteria Areas

1. Keep equipment, floors, and counters free of grease and other food particles.
2. Clean up food spills promptly.
3. Clean food-contaminated dishes and utensils at least daily.
4. Clean hard-to-reach areas at least weekly.
5. Regularly clean floor mats in kitchen and dishwashing areas.
6. Regularly clean food storage/transport carts.
7. Keep windows and doors closed when not in use. Open doors or windows used for ventilation should be screened.
8. Store all opened food in tightly sealed containers or under refrigeration.
9. Inspect incoming boxes and other containers for pests hiding in the packaging.
10. Use plastic trash can liners when collecting food-containing garbage.
11. Drain waste with liquid food residues of excess moisture before discarding.
12. Remove food-related garbage from a structure daily.
13. Report leaking or dripping faucets to maintenance personnel.
14. Seal holes around conduits, plumbing, and other items that penetrate walls, floors, or ceilings.
15. Install yellow vinyl (not clear) vertical strips on loading dock entry door (s).
16. Inspect and clean floor drains at least weekly.
17. Screen floor drains ( $\frac{1}{4}$  inch mesh).

18. Keep floor and sink drain traps full of water.
19. Provide space under and around appliances/equipment for ventilation and cleaning.
20. Maintain integrity of floor-wall coving for cleaning and pest habitat elimination.
21. Seal all permanently installed furniture and counter tops at points of attachment. Leave no gaps for pest harborage.
22. Install door sweeps on food storage entry door(s).
23. Allow food and beverages only in designated areas.
24. Eliminate cardboard boxes where practical. Boxes stored for long periods should be sealed with packing tape.
25. Store nonperishable food on metal shelving. Remove sturdy containers (metal, paperboard, plastic) from cardboard boxes.
26. Do not stack supplies against walls in the receiving area or in food store room.
27. Maintain vending machines in clean condition inside and out.
28. Move vending machines for cleaning at least quarterly.

B. Other Areas

1. Keep building(s) clean and free of litter.
2. Remove garbage from structure daily.
3. Repair leaking or dripping faucets.
4. Seal holes around conduits, plumbing, toilet fixtures, and other items that penetrate walls, floors, or ceilings.
5. Maintain integrity of sealants for tiles and fixtures in restroom areas.
6. Feed pets in classrooms during the day and remove unused food before leaving each day.
7. Store pet food in pest-proof containers (glass or metal).
8. Regularly clean pet cages. Dispose of animal wastes by flushing down toilets or put in a plastic bag and place in outside garbage dumpster.
9. Provide space under and around office equipment, student desks, and other furniture for ventilation and cleaning.
10. Seal all permanently installed furniture and counter tops at points of attachment. Leave no gaps for pest harborage.
11. Inspect incoming boxes, containers, backpacks, laptop computer cases, etc. for pests hiding in these items.
12. Eliminate clutter throughout structure.
13. Empty and thoroughly clean teacher, administrator, and student desks twice a year.
14. Clean out and discard unused items in storage areas at least yearly.
15. Hang rinsed mops upside down to dry and empty mop buckets for storage.