

# IPM Facilities Inspection Form

Report No.
------------

<b>Type of Service Visit</b> <input type="checkbox"/> Routine Service/Inspection <input type="checkbox"/> Follow-up for previous problem <input type="checkbox"/> Response to complaint Contact Person: _____	School	Date
	Service Address	Time In:
	Problem area(s) previously reported (if any)	Time Out:

\*Note: For instructions on completing this form, go to pages 3 and 4.

## Exterior

### Garbage Areas

	Needs			Location	Description/Comments
	OK	Work	N/A		
1. Dumpsters seal properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. Dumpsters located adequate distance from doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3. Dumpsters on pest-proof pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4. Area around dumpsters free from spillage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5. Outdoor trash receptacles sealed between use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

### Building Features

	Needs			Location	Description/Comments
	OK	Work	N/A		
6. Doors seal tightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7. Windows seal tightly/necessary screens in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8. Plumbing and electric penetrations seal tightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9. Walls/roof line free of cracks/openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
10. Ventilation intakes screened, unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11. Adequate water drainage around foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12. Exterior free of mildew/mold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13. Moisture meter readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14. Roof condition/drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15. Gutters cleared of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

### Exterior Landscape Plants

	Needs			Location	Description/Comments
	OK	Work	N/A		
17. Adequate visibility between plantings and building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18. Building free from direct contact with trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19. Building free from direct contact with shrubs/vines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20. Property free from tree hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21. Aesthetic appearance/safety features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

### Pest Evidence

	Needs			Location	Description/Comments
	OK	Work	N/A		
22. Rodents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23. Nuisance birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24. Other vertebrates (feral cats, raccoons, bats, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25. Termites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26. Fire ants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27. Other ants/crawling insects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28. Weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

## Interior

**Needs**

**General IPM Station**

	OK	Work	N/A	Location	Description/Comments
30. Dumpsters seal properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Serving line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Vending machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Break room(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31. Food storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
32. Utility rooms/closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
33. Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
34. Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
35. Athletic facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Locker room(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Main gymnasium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
36. Administrative area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
37. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Pest Evidence**

	Type (species)	Location	Description/Comments
38. <input type="checkbox"/>	_____	_____	_____
39. <input type="checkbox"/>	_____	_____	_____
40. <input type="checkbox"/>	_____	_____	_____
41. <input type="checkbox"/>	_____	_____	_____
42. <input type="checkbox"/>	_____	_____	_____
43. <input type="checkbox"/>	_____	_____	_____
44. <input type="checkbox"/>	_____	_____	_____
45. <input type="checkbox"/>	_____	_____	_____
46. <input type="checkbox"/>	_____	_____	_____
47. <input type="checkbox"/>	_____	_____	_____

**Recommendations for Action by District (Maintenance Needs)\***

Action Required	Site	Priority	Comments

\*Note All action recommendations should be numbered by priority. Priority may be based on combination of urgency, need, cost, and practicality.

IPM Program Assessment	Needs			Location	Description/Comments
	OK	Work	N/A		
48. Administrative Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Pest sighting log in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Parental notification on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Notice of pest control service posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Designated contact person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Service reports maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
49. IPM services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Sticky traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
serviced/replaced monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
out of sight/reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Light traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
positioned properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
serviced monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bait stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
out of sight/reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
serviced monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
replaced when damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Required recordkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Date of Inspection:	Follow-up Service Required?	Approximate Date of Next Inspection:
Signature/Title of School Contact Person		Signature/Title of Inspector

**Inspection Form Instructions**

IPM facilities inspections provide the school district facilities manager or IPM program coordinator with an overall report on the state of a school campus or facility with special attention to pest control. Emphasis of the report is on building features that are critical to the overall success of pest management. Chemical pest control is no substitute for pest prevention and pest proofing. Properly maintained and sealed buildings will eliminate the need for pesticides in most cases.

In addition to an inspection checklist, this form provides space for listing the most important maintenance and sanitation needs for successful pest management. This list is a subjective summary of maintenance needs that can be used by school district maintenance supervisors to set priorities for facility repairs and upgrades.

This inspection form is intended for annual or semi-annual campus inspections. More frequent IPM services should use the IPM Service Report Form, SWTRC-1.

**Exterior Garbage Areas**

- Item 1. Dumpsters that fail to seal completely can provide a food source for rodents, birds, flies, and other pests.
- Item 2. Dumpsters located too close to doors result in greater likelihood of fly infestations indoors. A minimum space of 50 ft. between dumpsters or garbage and doors is recommended.
- Item 3. Dumpsters situated on soil or damaged pavement encourage rodent burrowing and may result in large rodent populations. Dumpsters should always be situated on concrete or well-maintained asphalt pads.
- Item 4. All garbage receptacles should be cleaned periodically and the surrounding area kept free of trash and spills. Overflowing trash receptacles suggest need for more receptacle capacity or more frequent pickup.
- Item 5. Garbage cans should be fitted with attached lids to discourage wasps, bees, and other pests. Self-closing lids are the usually preferable.

**Exterior Building Features**

- Item 6. If light is visible under doors, weatherstripping should be installed to prevent entry of rodents and crawling insects and spiders.
- Item 7. Screens should be present, tightly fitted, and in good repair, on all exterior windows that are open. Check condition of caulk and seals around all window frames.
- Item 8. Points at which plumbing and electrical or cable services enter the building should be tightly sealed to prevent pest entry.
- Item 9. In addition to checking for flaws in building seals at ground level, the inspector should check electrical service entry points and flashing on roofs and upper walls of buildings. Ladders or roof entry may be required for a complete inspection. Binoculars may also aid rapid inspections.
- Item 10. Ventilation intakes should be adequately screened and free from obstruction. Window screen may be needed to keep smaller flying insects from gaining entry. Outdoor lighting should be directed away from air intakes to minimize attraction of night-flying insects to vents.
- Item 11. Ground should always slope away from building foundations. Note low areas or standing water next to foundations. High moisture areas may be more prone to termites and promote mold and mildew.
- Item 12. Black stains on brick or concrete walls may indicate poor roof or foundation drainage.
- Item 13. Electronic moisture meters are useful tools for detecting leaks and higher than normal moisture in walls, roofs, etc.
- Item 14. Roofs should be in good condition and drain properly. Winter is a good time to check for ice dams and indoor leaks.
- Item 15. Clogged gutters increase the chance of wood rot and water damage to exterior walls. Make sure gutters are clear and drain freely.
- Item 16. Note any other conditions that may be conducive to pests, such as wood in direct contact with soil, soil or mulch that extends above the top of the foundation, need for insect-proof lighting, etc.

## Inspection Form Instructions (continued)

### Exterior Landscape Plants

- Item 17.* The inspector should be able to see all sections of building foundations to inspect for termites, rodents, and other pests.
- Item 18-19.* To minimize entry of crawling insects such as ants, building should not contact trees or shrubs.
- Item 20.* Make note of diseased or damaged trees or limbs that might pose hazards to passersby or to the building itself. Do trees or shrubs obstruct doorways, especially infrequently used fire exits?
- Item 21.* To maintain an attractive facility appearance, check that all plants are pruned properly and weeds controlled. Look for areas of overgrown plants and reduced visibility posing a security hazard to pedestrians. suggest need for more receptacle capacity or more frequent pickup.

### Exterior Pest Evidence

- Item 22.* Look for burrows, evidence of gnawing on doors and other entry points, fecal pellets, rub marks around cracks and entries, reports of rodent sightings.
- Item 23-24.* Note roosting sites and evidence of excessive droppings from starlings, grackles, pigeons, and other nuisance birds. Look for droppings and other signs of feral dogs and cats, raccoons, opossums, etc. Check attic areas for evidence of bat roosting.
- Item 25.* Look for termite tubes along outside foundation walls. A screwdriver or other sharp probe should be used to test wood that is in contact with soil or otherwise suspect.
- Item 26.* In areas where fire ants are found, look for mounds with no obvious single point of entry. Fire ants respond vigorously to mound disturbance and have a painful sting.
- Item 27-29.* Look for ant trails around windows, electrical or plumbing lines, and building edges. Turn over bricks, stone, mulch, etc. when inspecting for other crawling pests.

### General Interior IPM Sanitation

For all indoor areas, make sure that pheromone and sticky traps are clean and replaced as necessary. Check bait stations and note service dates on the station cover. Minimum inspection equipment should consist of a flashlight and this form.

- Item 30.* Make note of sanitation or pest management deficiencies. Be specific about locations, so a manager can find and recognize problem areas. Examples of possible problems might include need for caulking or other pest proofing, exposed food, improper food storage practices, spilled food, and grease or organic debris buildup, especially in drains. Recycling bins for cans and other containers containing sweets or food for roaches and ants should sit away from potential pest harborage areas, sinks, etc. Report such conditions even if there is no sign of pest activity. Report signs of pest activity separately under pest evidence. Check that garbage and trash receptacles are clean and have intact liners.
- Item 31.* All food in storage areas should be off the floor and easily inspected. Remove and discard cardboard boxes and other unnecessary packaging to minimize hiding places for pests. Rotate food regularly, and place new cans and boxes at the backs of shelves.
- Item 32.* Inspect utility rooms for general cleanliness and pest proofing. Mops and other cleaning supplies should be stored clean and off the floor. Drains should be clean and screened to exclude roaches and other pests.
- Item 33.* Check condition of caulking and sealing.
- Item 34-37.* Areas with food should be cleaned and swept daily. Pet food and other food should be sealed in pest-proof containers. Windows, screens, and doors should fit tightly. Make note of cluttered and inaccessible areas. Trash cans should have liners.

### Interior Pest Evidence

- Item 38.* Look for fecal droppings, urine stains (UVB blacklight inspection only), rub marks, gnawing, damaged food containers, tracks, etc. Make sure bait stations are maintained and service dates documented.
- Item 39.* Termite activity may occur at any time of year, but is most likely to be noted in the spring when most swarming occurs. Distinguish termites from ants by their lack of pinched waist. Look for unusual wavy appearance on painted wood or gypsum sheetrock. Unusual mud crusts on walls or wood may indicate termite activity and usually occurs just prior to swarming. Report precise location of any termite activity.
- Item 40-41.* Note trails of fire ants or other ants. Accurate species identification may be essential for selecting the best bait or other control method.
- Item 42.* Look for fecal specks around cracks and other harborage entrances. Species identification is important and will determine bait selection and areas in which to focus control efforts.
- Item 43.* Species identification can assist in determining source of infestation. Field crickets are usually attracted to lighted buildings at night. Make note of possible entry points around lights or lighted entrances. House and camel crickets may breed indoors.
- Item 44.* Spiders are usually harmless and are best disposed of by mopping or vacuuming. Confirms spiders are non-venomous. Use sticky traps to survey spider populations.

### Recommendations for Action

The IPM technician can make recommendations for actions to be taken by the school district to improve pest control. These actions normally include only those building improvements that are beyond the scope of the pest management contractor or in-house pest management staff. Repairs or improvements that will be made at a later date by the technician, such as caulking or sealing, should be noted as such.

Priorities are assigned by the pest management technician and may not be identical to those assigned by facility managers.

### IPM Program Assessment

- Item 48.* Each school office should have a manual or computerized pest problem log that can be easily accessed by the pest control technician. Other paperwork (as required by each state or school district) should also be on file. Staff should be aware of the designated pest control contact person at each facility. Copies of all service reports should be maintained in an accessible file.
- Item 49.* Report the overall service condition of sticky and light traps, bait stations, and records maintained by the pest control technician. Poorly maintained equipment is a sign of inadequate service. Check that safety procedures are maintained and followed.

If serious problems are identified, set an approximate date for a follow-up