**IPM Inspection Form**

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Your Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This inspection form is an optional tool to help your district’s IPM Coordinator gain a better understanding of the range of pest issues at each school in areas that are frequented by custodians. Suggested areas for each room are provided, with numbered columns and lettered rows for quick reference of those areas in the notes section (e.g., “A2 corners need work”).

**Kitchen (post-lunch)**

**What to inspect:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
| A | * Storage – bins or cardboard? | * Floor cleanliness | * Counter top cleanliness | * Drains & sinks |
| B | * Ceiling tiles (any stains?) | * Pest sighting & communication | * Recent pests/issues | * Backdoor & exterior cafeteria doors |

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| Any pesticides found? Let your District IPM Coordinator know right away. |
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**Kitchen Inspection Tips:**

* Corrugated cardboard – long term or short-term use? Decreasing over time? (Ask, look)
* How is food stored overnight – in containers with snap-tight or screw-top lids? In cold storage?
* Cleanliness – are corners and wall bases under equipment clean?
* How often are floors mopped? Steam-cleaned or power washed?
* Drains – baskets/strainers present? Emptied how often?
* Are pest sighting logs used (and clearly accessible), or do staff e-mail pest issues?
* Exterior doors: any gaps shining through? Ever propped open?

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| **Pantry**  **What to inspect:**   |  |  |  |  | | --- | --- | --- | --- | |  | 1 | 2 | 3 | | A | * Floor cleanliness | * Proper food storage | * Exterior doors | | B | * Drains & sinks | * Ceiling tiles (any stains?) | * Recent pests/issues |  |  | | --- | | Any pesticides found? Let your District IPM Coordinator know right away. | |  | |  | |  | |
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**Pantry Inspection Tips:**

* Corrugated cardboard – how many boxes? Long term or short term use? Decreasing over time?
* How is food stored – in containers with snap-tight or screw-top lids?
* Are floors under shelving clean and also free of debris? Mopped how often?
* Pantry shelves: if solid, are they clean?
* Pesticides – any found? (Mouse bait, spray cans, etc.)
* Exterior doors: any gaps shining through? Ever propped open?

**Staff lounge**

**What to inspect:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
| A | * Food storage | * Cupboards | * Tables & counter tops | * Under sink |
| B | * Under & behind vending machines, furniture | * Appliances | * Corners, overhead lights | * Under furniture cushions |

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| Any pesticides found? Let your District IPM Coordinator know right away. |
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**Staff Lounge Inspection Tips:**

* Any open food left out overnight (not stored in sealed containers?)
* Counters, tables generally left clean?
* Under sink area clean and dry? (Look for mouse droppings)
* Corners and floors generally clean? Dead insects present in corners or overhead lights?
* Inside fridge and microwave general kept clean? (Look, ask)
* Window screens tight-fitting (if present)?
* Cleanliness under removable sofa/chair cushions (if present)? Pests or feces found?
* Pesticides found?

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| **Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **What to inspect:**   |  |  |  |  | | --- | --- | --- | --- | | * Cupboard under sink | * Teacher desk area | * Food storage | * Floors & corners | | * Under & behind furniture | * Exterior doors | * Corners, overhead lights | |  |  | | --- | | Any pesticides found? Let your District IPM Coordinator know right away. | |  | |  | |  | |  | |  | |  | |

**Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| * Cupboard under sink | * Teacher desk area | * Food storage | * Floors & corners |
| * Under & behind furniture | * Exterior doors | * Corners, overhead lights | |

**What to inspect:**

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| Any pesticides found? Let your District IPM Coordinator know right away. |
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**Classroom Inspection Tips:**

* Recent pest issues? (Ask)
* Corrugated cardboard and general clutter – how much? Rodent droppings?
* Windowsills and corners – dusty or clean? Dead insects? Window screens tight-fitting?
* Classroom food – frequency? Kept in designated area? Teacher snacks in containers?
* Look for pesticides (baits, sprays, strips)
* Exterior doors: sweep, threshold status? Propped open (ask)?

**Building Exterior**

**What to inspect:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
| A | * Trees & shrubs | * Beds (weeds) | * Cold seams (weeds) | * Windows |
| B | * Eves overhead | * Trash cans (lids) |  | * Playground |
| C | * Dumpsters | * Overhead lights | * Covered play areas | * Eating areas |

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**Exterior Inspection Tips:**

* Dumpsters – Positioned as far from building as possible (feet matter)? Is lid closed? Is area free of debris and clutter?
* Trashcans with functional lids? No stray trash?
* Outdoor eating areas trash-free, no pests?
* Covered play areas free of bird nests, droppings?
* HVAC units and rooftop vents free of birds?
* Make note of bird type

**Exterior Inspection Tips:**

* Trees, shrubs touching or hanging over building?
* Beds – mulch greater than 3”?
* Pooling water, high weeds, and areas with dense ground cover?
* Stacked materials, debris near structures?
* Playground areas and vents – wasp activity?
* Overhead eves – wasp activity?

**Other**

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| Any pesticides found? Let your District IPM Coordinator know right away. |
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