BEST MANAGEMENT PRACTICES Indoor areas (non-food related)

ongoing	An IPM policy is in place that gives specific plans of action to both deal with pests, and to improve pest management	
ongoing	Pest management activities are communicated among responsible parties	
ongoing	A record-keeping protocol is in place and is being used	
ongoing	Necessary carboard cases are sealed with sturdy tape	
daily	Food scraps, food spills and grease residue are cleaned up daily	
daily	Consistent efforts are made to reduce clutter	
daily	Floors are swept and washed as often as possible	
daily	Efforts are made to use 'green-cleaning' supplies to improve air quality	
daily	Garbage is removed outdoors daily	
daily	All garbage cans are rinsed, Inside and out. Also wheel-wells	
daily	Garbage cans are lined with plastic liner bags	
daily	Empty disposable/recyclable containers are rinsed well before storage	
daily	Snap traps or glue boards are used to monitor rodents/insects activity	
daily	Mops and buckets are rinsed well and hung to facilitate drying	
weekly	Floors are swept and washed as often as possible	
Monthly	Drain traps are kept filled with water	
Monthly	Efforts are made to reduce areas which are difficult to clean (equipment on casters? Equipment kept 6" from wall? Etc)	
Monthly	Inspection for evidence of standing water around units and pipes	
Monthly	Plumbing and drain pipes are insulated to reduce condensation and kept maintained	
Quarterly	Light fixtures are cleaned to remove greasy buildup	
Quarterly	Areas around vents, utility boxes and pipes are sealed and caulked	
Quarterly	Areas around windows and door jams are sealed and caulked	
Quarterly	Window screens are clean, free of tears and holes	
Quarterly	Vending machines are moved on a regular basis, and area is cleaning	
Annually	Screens and ventwork for air ventilation/equipment are cleaned and maintained	
Annually	Floor drains are screened to block pest entry	
Annually	Door sweeps are used and in good working order	
Annually	Vegetation and organic matter is kept away from exterior walls to reduce rodent habitat?	