

Sample Form – Staff Lounge Best Practices Self-Assessment/Inspection Form

ONGOING MANAGEMENT – teaching and support staff, custodial staff, administrators and pest control vendors

Follow an IPM policy providing specific plans of action to improve pest management	Communication confirms pest management responsibility among teaching and support staff, custodial staff and pest control vendors	Monitor rodent/insect activity with snap traps or glue boards according to district policy

ONGOING SANITATION – teaching and support staff, custodial staff

Food scraps, food spills, and grease residue are cleaned up daily	Consistently reduce clutter	Sweep and wash floors as often as possible	Use “green-cleaning” supplies to improve air quality	Place garbage outdoors daily	Rinse garbage cans inside and out; clean wheel-wells
Double line garbage cans with plastic liner bags	Rinse empty disposable/recyclable containers well before storage	Don’t leave dirty dishes in the sink or on the counter	Clean spills, grease and sugar from stove tops and cooking/warming units; clean and dry countertops	Store all food in pest-resistant glass, plastic or metal containers with tight-fitting lids	

ONGOING EXCLUSION – teaching and support staff

Transfer unprotected
foods into pest-
resistant containers

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MONTHLY EXCLUSION – custodial staff

Maintain proper insulation of plumbing and drain pipes to reduce condensation	Keep drain traps clean, unclogged and the traps filled with water	Look for evidence of standing water around units and pipes; ensure floors dry quickly
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MONTHLY SANITATION – teaching and support staff

Keep food storage areas clean and clutter-free	Keep drawers crumb-free and organized
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QUARTERLY EXCLUSION – custodial staff

Maintain seals around vents, utility boxes and pipes; repair with similar materials or metal patches and escutcheon plates	Use siliconized acrylic latex sealants (rather than foam) with patches; choose stainless steel mesh rather than steel wool	Maintain seals around windows and door jambs; repair grout in floors and walls	Maintain door sweeps in good working order—choose rubberized steel fibers over simple vinyl	Keep window screens clean and repair tears and holes	Keep tree branches six feet or more from structures; keep shrubs pruned back at least two feet from ground and from structure to ease inspection and reduce harborage