

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda  
March 18, 2024  
6:30 p.m.

1. Feasibility Study / Long Range Planning
  - a. Early Childhood Center Update
  - b. Capital Reserve Project Planning
  - c. Martin Meylin Middle School Comprehensive Renovations
2. Policy Review (716)
3. Campus traffic discussion (consideration/review for 2024-25)
4. Campus and Building Updates
5. Items from the Group

LAMPETER-STRASBURG SCHOOL DISTRICT  
2023-24 through 2028-29 Capital Reserve Budget

Project Location and Description	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Beginning Balance (acct 32-0820)</b>	4,830,276	5,193,590	4,100,590	3,999,590	3,763,590	3,360,590
<b>Revenue</b>						
Transfer from Gen. Fund - Note 1	-	-	-	-	-	-
Transfer from Gen. Fund due to Debt Reduction - Note 2	2,749,121	2,746,729	2,750,134	2,748,849	2,759,024	3,641,880
Transfer from Gen. Fund for Long Range Planning - Note 3	115,975	116,787	117,605	118,428	119,257	120,092
<b>Sale of Strasburg Elementary</b>	527,919					
Interest Earnings	190,000	100,000	75,000	10,000	10,000	10,000
<b>Total Fund Available for Projects:</b>	8,413,291	8,157,106	7,043,329	6,876,867	6,651,871	7,132,562
<b>Total Expenditures</b>	3,219,701	4,056,516	3,043,739	3,113,277	3,291,281	3,879,972
<b>Ending Balance</b>	5,193,590	4,100,590	3,999,590	3,763,590	3,360,590	3,252,590

**Notes**

- 1 Gen. Fund surplus historically transferred to Cap. Reserve. Since outcome for remaining years is unknown, no transfer shown.
- 2 Total reduction of approx. \$3.4M in 2022-23 and beyond. 2021 and 2022 borrowing netted against 2021-22 debt service baseline. Board and Admin. are working on Long-Range Planning incl. Debt Service
- 3 Millage rate bump for 7/1/2023 plus 0.7% annual assessment growth

FS Feasibility Study, project also reviewed as part of Study

Long-Range Planning - FS	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Professional Services - TBD	655,000	500,000	500,000	500,000	500,000	500,000
Renovation Projects - TBD	2,210,096	2,363,516	2,367,739	2,367,277	2,378,281	3,261,972
<b>Total:</b>	2,865,096	2,863,516	2,867,739	2,867,277	2,878,281	3,761,972

LAMPETER-STRASBURG SCHOOL DISTRICT  
2023-24 through 2028-29 Capital Reserve Budget

<b>Lampeter Elementary</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Roof Maintenance - FS	5,000	5,000	5,000	5,000	5,000	5,000
Replace Florida Heat Pumps - FS	40,000	50,000	50,000	50,000	50,000	50,000
Update Card Access	50,000					
Excavate and Install Drain Outside Gym Wall		100,000				
Remove and Replace Leaking Window Flashing		150,000				
Concrete Work - FS						
Playground Equipment and Poured Rubber Surface		435,000				
Total:	95,000	740,000	55,000	55,000	55,000	55,000

<b>Hans Herr Elementary</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Paint Media Center - FS						
Install Sound Baffles in Gym	35,000					
Upgrade Video Camera System - FS						
Install Cameras in Bus Loop, Playground, 3rd Grade - FS						
Painting and Sealing - FS						
Roof Repairs and Renovation - FS	10,000	10,000	10,000	10,000	10,000	10,000
Total:	45,000	10,000	10,000	10,000	10,000	10,000

<b>Martin Meylin Middle School</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Replace Front Entry Steps and Concrete Landing - FS						
Repair Curbing and Asphalt in front of MM - FS						
Grand Hallway Floor Replacement - FS						
Paint LGI Room - FS						
Replace Gym Lobby Doors and Hardware - FS						
Roof Repairs and Renovations - FS						
Total:	-	-	-	-	-	-

LAMPETER-STRASBURG SCHOOL DISTRICT  
2023-24 through 2028-29 Capital Reserve Budget

High School	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Replace Lights (Rm: 227,229,231,233,234,236) - FS						
Audio System Replacement in the PAC - FS						
Repair Terrazzo Floor in Several Areas - FS						
Electrical Gear to be Evaluated						
Lighting Upgrade to be Evaluated						
Install New Window Blinds	36,000					
PAC Upkeep / Repairs						
Lower Brick Wall by Band Entry - FS						
Plaster Repairs	3,000	3,000	3,000	3,000	3,000	3,000
Roof Repairs and Maintenance - FS	10,000	10,000	10,000	10,000	10,000	10,000
Total:	49,000	13,000	13,000	13,000	13,000	13,000

Walnut Run Elementary - FS	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Repoint Foundation and Brickwork - FS				36,000		
Total:	-	-	-	36,000	-	-

LAMPETER-STRASBURG SCHOOL DISTRICT  
2023-24 through 2028-29 Capital Reserve Budget

<b>Campus</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Maintenance Building Roof Repairs - FS						
Card Access to Outside Buildings and Lights - FS						
Track Lighting	5,400					
Track Retop TBD					250,000	
Swimming Scoreboard Repairs	8,055					
Varsity Baseball Dugout Repairs				80,000		
Varsity Baseball Infield Renovations		75,000				
Junior Varsity Baseball Infield Renovations			16,000			
Stormwater Drainage Piping to be Evaluated						
Siemens Panel Upgrades	12,150					
Sidewalk Repair - FS						
Line Painting	10,205					
Roadway and Parking Lot Asphalt Repairs	14,795	20,000	20,000	20,000	20,000	20,000
Total:	50,605	95,000	36,000	100,000	270,000	20,000

<b>Outside Athletic Master Plan</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Stage 4 Projects - per 2014 Field Study						
Practice Football Field Renovation		30,000				
Lights on Varsity Softball Field		225,000				
Asphalt Walkway to Ball Fields	30,000					
Renovate Stadium Fieldhouse - FS						
Total:	30,000	255,000	-	-	-	-

LAMPETER-STRASBURG SCHOOL DISTRICT  
2023-24 through 2028-29 Capital Reserve Budget

Cafeteria Projects	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Lampeter Elementary</b>						
Replace Freezer & Refrigerator Compressors	12,000	15,000				
<b>Hans Herr</b>						
Replace Milk Coolers	8,000	10,000				
Replace Flat Top Grill / Oven Combo						
Replace Freezer & Refrigerator Compressors			12,000	12,000		
<b>Martin Meylin</b>						
Replace Two Roll-Through Refrigerators	10,000					
Replace Roll-Through Warmer	12,000					
<b>High School</b>						
Replace Two Roll-Through Refrigerators	8,000					
Replace Milk Cooler		10,000				
Add Flat Top Grill / Oven Combo	15,000					
Replace Convection Oven		25,000				
Replace Dishwasher					45,000	
Replace Freezer Compressor			15,000			
Replace Compressor in Walk-In Cooler			15,000			
<b>All Kitchens</b>						
Preventive Maintenance on Equipment	20,000	20,000	20,000	20,000	20,000	20,000
Total Cafeteria Projects:	85,000	80,000	62,000	32,000	65,000	20,000
<b>Total Capital Reserve Project Costs:</b>	<b>3,219,701</b>	<b>4,056,516</b>	<b>3,043,739</b>	<b>3,113,277</b>	<b>3,291,281</b>	<b>3,879,972</b>
<b>Ending Fund Balance:</b>	<b>5,193,590</b>	<b>4,100,590</b>	<b>3,999,590</b>	<b>3,763,590</b>	<b>3,360,590</b>	<b>3,252,590</b>

Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	Active
Adopted	May 6, 2019

### **Purpose**

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

### **Definitions**

**Integrated Pest Management (IPM)** is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

**Integrated Pest Management Plan** is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[3\]](#)

### **Authority**

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[4\]](#)[\[5\]](#)

The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[3\]](#)[\[5\]](#)

The Board shall designate an employee to serve as IPM Coordinator for the district.

### **Delegation of Responsibility**

The IPM Coordinator shall be responsible to implement the Integrated Pest Management Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[\[6\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

### **Guidelines**

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:[\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[6\]](#)

### Legal

1. 22 PA Code 4.12

2. Pol. 102

3. 24 P.S. 772.1

4. 3 P.S. 111.21 et seq

5. 7 PA Code 128.1 et seq

6. 24 P.S. 772.2

7 U.S.C. 136 et seq



# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 716-AR-0. INTEGRATED PEST MANAGEMENT PROCEDURES

The IPM program will be administered through established procedures to control pests in a sufficient manner to assure a safe and healthy environment for student, staff and visitors.

An integrated pest management decision will consist of the following steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected nonchemical pest management methods will be implemented whenever possible to provide the desired control.

When it is determined that a pesticide must be used to meet important pest management goals, the most appropriate pesticide will be applied in school buildings or on school grounds. The main emphasis will always be to direct the pesticide into areas to minimize or eliminate the spread of any residue to other nontarget areas.

Only a certified applicator or pesticide application technician will perform a pesticide treatment at a school building or on district grounds, including athletic fields and playgrounds.

The applicator or technician will complete an Intent To Apply Pesticides form and submit it to the IPM Coordinator prior to the treatment.

When receiving a report of a pest in a school building or on school grounds, the building principal will complete an Integrated Pest Management Pest Sighting Log and forward it to the IPM Coordinator.

The district prohibits application of pesticides within a school building or on school grounds where students are expected to be present for academic instruction or extracurricular activities within seven (7) hours following the application, except when the administration determines that pests pose an immediate threat to the health and safety of students or employees. If a pesticide label restricts re-entry to a longer period, the longer time period will be observed.

Students may not be present in an untreated portion of a school building where a pesticide treatment is or has been performed within the restricted re-entry time unless the area that is being treated or has been treated has a separate ventilation system and is separated from the untreated portions by smoke or fire doors or is a separate building.

Prior to performing any treatment, the applicator or technician must supply the Pest Control Information Sheet and all required pest control signs at least 8 ½" X 11" in size to the IPM Coordinator in sufficient time to comply with all posting and notification requirements.

### Notification

Annually at the beginning of the school year, the IPM Coordinator will direct sending all parents/guardians of enrolled students the Notification Letter For Parents/Guardians that provides information about the district's IPM program.

No pesticide treatment will be performed at a school building or on school grounds unless all notification requirements have been complied with, as follows:

1. Post Notice Of Pesticide Application in an area of common access where individuals are likely to view the sign, at least three (3) days before and two (2) days after each planned treatment.
2. Provide a copy of Pest Control Information Sheet, by hard copy or email, to every individual working in the school building, at least three (3) days before treatment.
3. Provide a copy of the Pest Control Information Sheet at least three (3) days before each planned treatment to the parents/guardians who have requested to be placed on the Notification Registry. This notice will only be provided to the list of parents/guardians who, at the beginning of each school year or upon a student's enrollment, requested notification of individual applications of pesticides.
4. In cases where pests pose an immediate threat to the health and safety of students or employees and the district authorizes an emergency pesticide application, the district will notify by telephone any parent/guardian who has requested such notification.

Notification is not required for the application of disinfectant and antimicrobial products; self-contained baits in areas not accessible to students; gel-type baits placed in cracks, crevices or voids; or swimming pool chemicals.

### Nonchemical Actions

Whenever practical, nonchemical means to control or limit pests will be used. Practices such as sanitation, housekeeping, trapping and pest proofing, including caulking and sealing cracks, will be used in school buildings and on school grounds.

The head custodian of each building and the assigned maintenance department employees will perform a thorough inspection and provide the IPM Coordinator with a report that identifies conditions that contribute to pest problems.

### IPM Coordinator

The Board will appoint an IPM Coordinator, who will implement the adopted Board policy, IPM Plan and IPM Procedures. The IPM Coordinator's responsibilities include the following:

1. Record all pest sightings by district staff and students by receiving and filing the Integrated Pest Management Pest Sighting Log.
2. Record all pesticide use by completing the Pesticide Use Log.
3. Maintain for three (3) years accurate required records of pesticide use and supporting documents; a copy of Board policy, IPM Plan and IPM Procedures; annual evaluations; and Board reports on the status of the IPM program.
4. Meet with the pest control company to share relevant information on the pest problems present in the district.
5. Ensure that the pest control company's recommendations on maintenance and sanitation are implemented, when feasible.
6. Ensure that pesticide applications are done when school is not in session or when the area can be secured against access by students and staff, in accordance with specified timelines.
7. Ensure that notices are posted and communicated within the specified timelines.
8. Evaluate annually the district's progress in implementing and maintaining the IPM Plan and procedures, in consultation with building administrators and Superintendent.
9. Prepare annual reports for the Board and Superintendent regarding the status of the district IPM program.

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 716-AR-1. NOTIFICATION LETTER TO PARENTS/GUARDIANS

The \_\_\_\_\_ School District uses an Integrated Pest Management (IPM) for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM program focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, support, and teaching staff and includes our students. Pest sightings are reported to our IPM Coordinator who evaluates the pest problem and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will be used only when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas seventy-two (72) hours prior to application and for two (2) days following the application.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent/guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-contained baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

If you have any questions, please contact me.

Sincerely,

\_\_\_\_\_  
IPM Coordinator

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**LAMPETER-STRASBURG  
SCHOOL DISTRICT**

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

716-AR-2. INTEGRATED PEST MANAGEMENT PEST SIGHTING LOG

Facility: \_\_\_\_\_

To Be Filled Out By School Official			To Be Filled Out By Pest Manager		
Location of Sighting	Description of Pest Sighted	Date	Action Taken	Technician Name	Date

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 716-AR-3. NOTICE OF PESTICIDE APPLICATION

**A Pesticide Application is planned for the location(s) listed  
on this sign for:**

\_\_\_\_\_

Date

### **DO NOT ENTER TREATED AREAS FROM**

\_\_\_\_\_ until \_\_\_\_\_  
Date and Time Date and Time

Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For more information, contact: \_\_\_\_\_, IPM Coordinator  
\_\_\_\_\_  
\_\_\_\_\_ School District  
\_\_\_\_\_ (Address)  
\_\_\_\_\_  
\_\_\_\_\_ (Telephone Number)

Date Posted: \_\_\_\_\_ By: \_\_\_\_\_

Date Removed: \_\_\_\_\_ By: \_\_\_\_\_

*This sign is required by Act 36 of 2002 and must be posted at least seventy-two (72) hours prior to any nonemergency pesticide application and remain in place for at least forty-eight (48) hours following the application. For emergency pesticide applications, this sign must be posted at the time of the application and remain in place for at least forty-eight (48) hours from the conclusion of the application. To be removed by authorized personnel only.*

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

716-AR-4. INTENT TO APPLY PESTICIDES

\_\_\_\_\_ SCHOOL DISTRICT

## Intent To Apply Pesticides

Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Specific location in/near facility: \_\_\_\_\_

Type of pesticide (circle): Insecticide Rodenticide Herbicide Other: \_\_\_\_\_

Name of chemical and manufacturer: \_\_\_\_\_ EPA #: \_\_\_\_\_

Day/Date of pesticide application: \_\_\_\_\_ Time of day: \_\_\_\_\_

Length of time to stay off/out of treated area: \_\_\_\_\_

Name of certified applicator: \_\_\_\_\_

COMPLETED FORM MUST BE SENT TO IPM COORDINATOR PRIOR TO TREATMENT

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\_\_\_\_\_ SCHOOL DISTRICT

## Intent To Apply Pesticides

Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Specific location in/near facility: \_\_\_\_\_

Type of pesticide (circle): Insecticide Rodenticide Herbicide Other: \_\_\_\_\_

Name of chemical and manufacturer: \_\_\_\_\_ EPA #: \_\_\_\_\_

Day/Date of pesticide application: \_\_\_\_\_ Time of day: \_\_\_\_\_

Length of time to stay off/out of treated area: \_\_\_\_\_

Name of certified applicator: \_\_\_\_\_

COMPLETED FORM MUST BE SENT TO IPM COORDINATOR PRIOR TO TREATMENT

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

716-AR-5. PEST CONTROL INFORMATION SHEET

## PEST CONTROL INFORMATION SHEET

**A pest inspection and pesticide application have been scheduled for:**

**Date:** \_\_\_\_\_

This district utilizes an Integrated Pest Management program, applying appropriate pesticides only when needed. Our applicators will select the most appropriate pesticide(s) from the following list of pesticides to control pests identified during their inspections. Not every pesticide listed may be used.

List of Pesticides which may be used:

<u>Brand Name</u>	<u>EPA Registration Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For additional information, contact:

Applicator Name: \_\_\_\_\_

Applicator Address: \_\_\_\_\_

Applicator Telephone Number: \_\_\_\_\_

*This information is being provided to all school staff and to parents/guardians who have requested this information to meet the requirements of Act 36 of 2002.*



No. 716-AR-6

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

### 716-AR-6. PESTICIDE USE LOG

Date And Time of Application	Pesticide Name & EPA Reg. No.	Active Ingredients	Application Method	Concentration And Quantity	Area Treated	Target Pest

# LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 716-AR-7. CAFETERIA INSPECTION CHECKLIST

School Name: \_\_\_\_\_ Date/Time Of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

<u>Condition</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>	<u>Comments For Facilities/Maintenance</u>
<b>Building Exterior</b>			
1. Garbage storage area	_____	_____	_____
2. Garbage handling system	_____	_____	_____
3. Perimeter walls	_____	_____	_____
4. Perimeter windows/openings	_____	_____	_____
5. Roof areas	_____	_____	_____
6. Parking lot and/or drainage areas	_____	_____	_____
7. Weeds and surrounding landscape	_____	_____	_____
8. Rodent-proofing	_____	_____	_____
9. Other	_____	_____	_____
<b>Building Interior</b>			
1. Walls	_____	_____	_____
2. Floors	_____	_____	_____
3. Ceilings	_____	_____	_____

**Building Interior (cont'd)**

- 4. Floor drains \_\_\_\_\_
- 5. Lighting \_\_\_\_\_
- 6. Ventilation/air handling equipment \_\_\_\_\_
- 7. Other \_\_\_\_\_

**Food Storage**

- 1. Dry food storage area \_\_\_\_\_
- 2. Damaged/spoiled dry food \_\_\_\_\_
- 3. Empty container storage \_\_\_\_\_
- 4. Refrigerated areas \_\_\_\_\_
- 5. Overall sanitation \_\_\_\_\_
- 6. Other \_\_\_\_\_

**Food Preparation/Distribution Areas**

- 1. Counter and surface areas \_\_\_\_\_
- 2. Food serving lines \_\_\_\_\_
- 3. Spaces around appliances/equipment \_\_\_\_\_
- 4. Other \_\_\_\_\_

**Other Kitchen Areas**

- 1. Dishwashing areas \_\_\_\_\_
- 2. Garbage/trash areas \_\_\_\_\_
- 3. Tray return area \_\_\_\_\_
- 4. Storage area for pots/pans/plates \_\_\_\_\_
- 5. Other \_\_\_\_\_

**Utility Areas and Bathroom**

- 1. Sinks and toilets \_\_\_\_\_
- 2. Custodian's closet/work area \_\_\_\_\_
- 3. Other \_\_\_\_\_

**Lunchroom Area**

- 1. Tables/chairs \_\_\_\_\_
- 2. Office areas \_\_\_\_\_
- 3. Vending machine area \_\_\_\_\_
- 4. Other \_\_\_\_\_

Recommendation to cafeteria employees to aid in pest prevention: \_\_\_\_\_

This report reviewed by: \_\_\_\_\_  
Name Title

This report reviewed on: \_\_\_\_\_  
Date

Action taken: \_\_\_\_\_