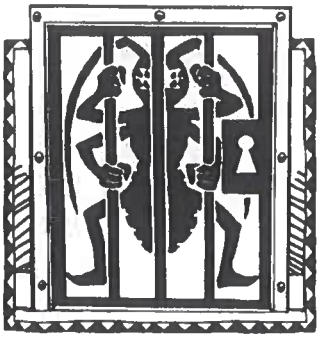


Integrated Pest Management Checklist

Name: DONALD O'LEARY

School: WASHINGTON PRIMARY

Room or Area: ALL Date Completed: 12/9/25

Signature: Donald O'Leary

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
   - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
   - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. OFFICIAL POLICY STATEMENT

		Yes	No	N/A
1a.	Developed or located the school's official policy statement for integrated pest management (IPM)	☑	☐	☐

2. DESIGNATING PEST MANAGEMENT ROLES

		Yes	No	N/A
2a.	Assigned and trained a qualified person to be the pest manager	☑	☐	☐
2b.	Involved decision makers in the IPM program	☐	☐	☑
2c.	Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter	☑	☐	☐
2d.	Encouraged parents to learn about IPM practices and implement them at home	☐	☑	☐
2e.	Developed a program to educate and train all IPM participants CUSTODIAL	☑	☐	☐
2f.	Included language about IPM into contracts with pest management professionals	☑	☐	☐

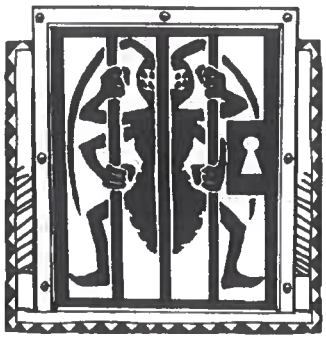
3. SETTING PEST MANAGEMENT OBJECTIVES

		Yes	No	N/A
3a.	Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)	☑	☐	☐
3b.	Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)	☑	☐	☐

4. INSPECTING, IDENTIFYING, AND MONITORING

		Yes	No	N/A
4a.	Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites	☑	☐	☐
4b.	Identified potential pest habitats in buildings and grounds	☑	☐	☐
4c.	Pinpointed the source of any current pest problems	☑	☐	☐
4d.	Monitored to determine the extent of pest problems and to estimate pest populations	☑	☐	☐
4e.	Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems	☑	☐	☐
4f.	Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat	☑	☐	☐

5. SETTING ACTION THRESHOLDS



	Yes	No	N/A
5a. Evaluated all available data obtained through inspecting, identifying, and monitoring	☑	☐	☐
5b. Determined how many pests the school buildings, grounds, and occupants can tolerate	☐	☑	☐
5c. Set action thresholds	☐	☑	☐

6. PREVENTIVE STRATEGIES

INDOOR SITES

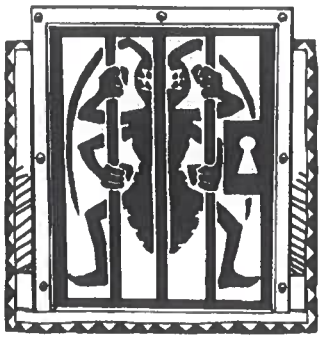
6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Entryways	☑	☐	☐
• Classrooms	☑	☐	☐
• Gymnasiums	☑	☐	☐
• Locker rooms	☑	☐	☐
• Offices	☑	☐	☐
• Staff lounges	☑	☐	☐
• Bathrooms	☑	☐	☐
• Food preparation and serving areas	☑	☐	☐
• Rooms with extensive plumbing	☑	☐	☐
• Maintenance areas	☑	☐	☐
• Other	☑	☐	☐

OUTDOOR SITES

6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Playgrounds	☑	☐	☐
• Parking lots	☐	☑	☐
• Lawns and athletic fields	☑	☐	☐
• Teaching gardens or greenhouses	☑	☐	☐
• Loading docks	☑	☐	☐
• Dumpsters	☑	☐	☐
• Areas with ornamental shrubs and trees	☐	☑	☐
• Other	☐	☐	☐

7. PESTICIDE USE AND STORAGE

7a. Explored alternative pest management methods before concluding that pesticides were necessary	☑	☐	☐
7b. Ensured that pest management professionals integrate IPM into their pest management methods	☑	☐	☐
7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules	☑	☐	☐
7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals	☑	☐	☐
7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area	☑	☐	☐
7f. Used protective clothing or equipment when applying pesticides	☑	☐	☐
7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species	☑	☐	☐



7. PESTICIDE USE AND STORAGE (cont.)

	Yes	No	N/A
7h. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box	☑	☐	☐
7i. Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals	☑	☐	☐
7j. Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters	☑	☐	☐
7k. Ensured that parents are notified of upcoming pesticide applications through letters	☑	☐	☐
7l. Kept copies of current pesticide labels and information on pesticides easily accessible	☑	☐	☐
7m. Stored pesticides off site or in areas that are locked and accessible only to designated personnel	☑	☐	☐
7n. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment	☑	☐	☐
7o. Ensured that flammable liquids are stored away from ignition sources	☑	☐	☐
7p. Ensured that pesticides are stored in their original containers and all lids are securely fastened	☑	☐	☐
7q. Ensured that air in the storage space cannot mix with the air in the central ventilation system	☑	☐	☐

8. EVALUATING RESULTS AND RECORD KEEPING

8a. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept	☑	☐	☐
8b. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained	☑	☐	☐
8c. Ensured that each log book contains the following items:			
• Copy of the pest management plan	☑	☐	☐
• Service schedules for maintenance of buildings and grounds MONTHLY	☑	☐	☐
• Current EPA-registered labels	☑	☐	☐
• Current Material Safety Data Sheets (MSDS) for each pesticide project	☑	☐	☐
• Pest surveillance data sheets	☑	☐	☐
• Diagram noting the location of pest activity, traps, and bait stations	☐	☑	☐

NOTES

PEST MGMT IS PROVIDED BY A CERTIFIED 3rd PARTY ON A MONTHLY BASIS.