



Integrated Pest Management Checklist

Name: DONALD O'LEARY
 School: BROOK FEE
 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

- 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 ☒ ☐ ☐
- 2f. Included language about IPM into contracts with pest management professionals ☒ ☐ ☐

3. SETTING PEST MANAGEMENT OBJECTIVES

- 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

- 4a. Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites Monthly ☒ ☐ ☐
- 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 baits and 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 | ☒ | ☐ | ☐ |
| • 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.