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Community IPM

Integrated Pest Management for School and Municipal Buildings, Appendix: Inspection and Monitoring Forms

J. Gangloff-Kaufmann, New York State Integrated Pest Management Program, Cornell University

This appendix is a collection of forms that can be used to enhance and organize your IPM program. As described in Step 2, record keeping is an essential part of any IPM program. Few pest management professionals or building managers would be able to remember the details of an in-depth inspection for pests and conditions supporting pests, especially on a larger campus of buildings. Furthermore, recording pest numbers and locations provides a record for future comparison to determine whether the pest management program is working; whether pest sightings have decreased over time.

- The first form is the Building Exterior Pest Control Inspection Form. Inspection of the building exterior is important for identifying pest activity, access points, water damage and landscape features that contribute to pest problems.
- The Pest Sighting and Follow-Up Log should be made available to all building occupants as well as the pest professional as a form of indirect communication. Building occupants will feel as if their complaints are being addressed if the pest manager also uses the Log to organize a response to pest complaints.
- The Building Maintenance Log is another form that building occupants, including custodial staff, should be using to report problems, such leaks, broken windows, and sanitation problems.
- The form titled "Roach Trap Monitoring" is an example of a form for a specific pest. This can be used for any type of pest that regularly enters and is also being trapped in an active monitoring program.
- The last form, "Pest Control Trouble Log", is another version of the form that building occupants can use to report pests and the pest manager can use to learn about complaints.

Feel free to reproduce and use these forms or use them as templates for your own custom forms. Most importantly, always keep records of pests and pest control actions.

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New York State Integrated Pest Management Program

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Building Exterior Pest Control Inspection Form

Date: _____ **Start time:** _____ **End time:** _____

Location: _____

Inspector/PMP: _____

Exterior Areas	Yes	No	N/A
1. Evidence of insect pest activity			
2. Pest shelter (clutter, debris, etc)			
3. Adequate garbage handling			
4. Proper waste receptacle design			
5. Adequate waste pickup frequency			
6. Recycling area clean and pest-free			
7. Foundation free of cracks			
8. Good drainage around foundation			
9. Evidence of rodent activity			
10. Perimeter rodent controls adequate (tamper resistant bait stations)			
11. Perimeter insect controls adequate			

Comments _____

_____

_____

Building Perimeter	Yes	No	N/A
1. Adequate rodent-proofing			
2. Adequate insect-proofing			
3. Bird exclusion measures working			
4. Ease of cleaning exterior			
5. Elevator pits: clean, no debris, good drainage			
6. Floor drains clean			
7. Plumbing: no leaks or clogged drains			
8. No dripping condensation on pipes			
9. Ventilation: screens or vents intact			
10. Good drainage on refrigeration units			

Comments _____

_____

_____

Building Rep. Signature:

Inspector/PMP signature:

Pest Sighting and Follow-Up Log

Record the pest seen, number of pests, and person reporting. When actions are taken record what was done and date.

Date and Time	Pest Seen and Number of pests	Person who saw pest	Recommended actions	Actions taken	Date completed

Building Maintenance Log

Record any building problems that may contribute to pest problems (leaks, torn screen, sanitation problems, etc.)

Date and Time	Problem with building	Location of problem	Person reporting problem	Actions taken	Date completed

Roach Trap Monitoring

Building Name or Number _____

Room or Area _____

Name of person monitoring _____

Trap#	Room# or Name	Date trap was		Trap missing?	Location Description	Roaches Captured		
		Set	Read			Adults	Nymphs	Total

Pest Control Trouble Log

Trouble Calls					Pest Management Response			
Date	Building	Problem Description	IPM contact	Phone	Date	PMP Name	Action Taken	Materials & Amount Used