

Monroe County Maintenance Inspection Checklist

Integrated Pest Management MCIPM-1

Location:

Date:

Inspected By:

Signature:

Routine Inspection

Follow-up form Previous Inspection

Response to a Compliant Contact Person:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR AN "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

Exterior

Garbage Areas

<input type="checkbox"/>	1	Dumpsters seal properly
<input type="checkbox"/>	2	Dumpsters located adequate distance from doors
<input type="checkbox"/>	3	Dumpsters on pest-proof pavement
<input type="checkbox"/>	4	Area around dumpsters free from spillage
<input type="checkbox"/>	5	Outdoor trash receptacles sealed between use

Building Features

<input type="checkbox"/>	6	Doors seal tightly
<input type="checkbox"/>	7	Windows seal tightly/necessary screens in place
<input type="checkbox"/>	8	Plumbing and electric penetrations seal tightly
<input type="checkbox"/>	9	Walls/roof line free of cracks/openings
<input type="checkbox"/>	10	Ventilation intakes screened, unobstructed
<input type="checkbox"/>	11	Adequate water drainage around foundation
<input type="checkbox"/>	12	Exterior free of mildew/mold
<input type="checkbox"/>	13	Moisture meter readings
<input type="checkbox"/>	14	Roof condition/drainage
<input type="checkbox"/>	15	Gutters cleared of debris
<input type="checkbox"/>	16	Other

Exterior Landscaped Plants

<input type="checkbox"/>	17	Adequate visibility between plantings and building
<input type="checkbox"/>	18	Building free from direct contact with trees
<input type="checkbox"/>	19	Building free from direct contact with shrubs/vines
<input type="checkbox"/>	20	Property free from tree hazards
<input type="checkbox"/>	21	Aesthetic appearance/safety features

Pest Evidence

Exterior Location:

<input type="checkbox"/>	22	Rodents	
<input type="checkbox"/>	23	Nuisance birds	
<input type="checkbox"/>	24	Bats	
<input type="checkbox"/>	25	Feral Cats, Raccoons, Skunks ect.	

Pest Evidence Cont.			Exterior Location:
<input type="checkbox"/>	26	Termites	
<input type="checkbox"/>	27	Ants	
<input type="checkbox"/>	28	Scorpions	
<input type="checkbox"/>	29	Palmetto bugs, Cockroaches	
<input type="checkbox"/>	30	Spiders and other Crawling Insects	
<input type="checkbox"/>	31	Bed Bugs	
<input type="checkbox"/>	32	Fleas, Ticks, Chiggers	
<input type="checkbox"/>	33	Mosquitos	
<input type="checkbox"/>	34	Other	

Interior

Break Rooms

<input type="checkbox"/>	35	Dumpsters seal properly
<input type="checkbox"/>	36	Counters are clean and free of food debris
<input type="checkbox"/>	37	Cabinets interiors are clean and free from moisture
<input type="checkbox"/>	38	Mats, rugs are clean
<input type="checkbox"/>	39	Sinks are clean
<input type="checkbox"/>	40	Refrigerators have no old or rotten food stores
<input type="checkbox"/>	41	Any food, coffee ect is properly sealed and stored
<input type="checkbox"/>	42	No cracks or crevices in walls, ceilings or floors
<input type="checkbox"/>	43	Small openings and potential insect rodent runways are sealed

Bathrooms

<input type="checkbox"/>	44	No leaks or dripping faucets
<input type="checkbox"/>	45	Dumpsters seal properly
<input type="checkbox"/>	46	Floors and urinals are clean
<input type="checkbox"/>	47	No cracks or crevices in walls, ceilings or floors

Offices

<input type="checkbox"/>	48	Foods stored are properly sealed
<input type="checkbox"/>	49	Desks have been wiped clean of dust and debris
<input type="checkbox"/>	50	Floors are vacuumed/mopped and clean
<input type="checkbox"/>	51	Upholstery is clean
<input type="checkbox"/>	52	Rarely moved furniture has no dust accumulations
<input type="checkbox"/>	53	No condensation or moisture accumulation around windows or HVAC vents
<input type="checkbox"/>	54	No cracks or crevices in walls, ceilings or floors
<input type="checkbox"/>	55	Small openings and potential insect rodent runways are sealed

Common Areas

<input type="checkbox"/>	56	Foods stored are properly sealed
<input type="checkbox"/>	57	Signs are readable and not faded or broken.
<input type="checkbox"/>	58	Cabinets interiors are clean and free from moisture
<input type="checkbox"/>	59	Mats, rugs are clean

Common Areas cont.

60	Floors are vacuumed/mopped and clean
61	Upholstery is clean
62	Rarely moved furniture has no dust accumulations
63	No condensation or moisture accumulation around windows or HVAC vents
64	No cracks or crevices in walls, ceilings or floors
65	Small openings and potential insect rodent runways are sealed

Pest Evidence

Interior Location:

66	Rodents	
67	Bats	
68	Feral Cats, Raccoons, Skunks ect.	
69	Termites	
70	Ants	
71	Scorpions	
72	Palmetto bugs, Cockroaches	
73	Spiders and other Crawling Insects	
74	Bed Bugs	
75	Fleas, Ticks, Chiggers	
76	Mosquitos	
77	Other	
78	Other	

Recommended Actions or Maintenance Needs

Action Required	Location	Priority	Comments

Note: All action recommendations need to be numbered by priority. Priority may be based on urgency, need, cost and practicality

IPM Program Assessment		
Administrative Procedures		
<input type="checkbox"/>	79	Pest Sighting Log in Use
<input type="checkbox"/>	80	Staff Notifications on File
<input type="checkbox"/>	81	Notice of Pest Control Service Posted
<input type="checkbox"/>	82	Building has a Designated IPM contact person
<input type="checkbox"/>	83	Service reports maintained
IPM Services		
<input type="checkbox"/>	84	Sticky Traps serviced or replaced monthly
<input type="checkbox"/>	85	Sticky Traps out of sight and out of reach
<input type="checkbox"/>	86	Light Traps positioned properly
<input type="checkbox"/>	87	Light Traps serviced monthly
<input type="checkbox"/>	88	Bait Stations out of sight/reach
<input type="checkbox"/>	89	Bait Stations serviced monthly
<input type="checkbox"/>	90	Bait Stations replaced when damaged
<input type="checkbox"/>	91	Required recordkeeping maintained
<input type="checkbox"/>	92	IPM Safety procedures in place
<input type="checkbox"/>	93	Contract Services Required
<input type="checkbox"/>	94	Follow up inspection Required Date:
Contact Person Signature:		Date:

Inspection Form Instructions

IPM facilities inspections provide the County Facilities Manager or IPM program coordinator with an overall report on the state of a County Park or facility with special attention to pest control. Emphasis of the report is on building features that are critical to the overall success of pest management. Chemical pest control is no substitute for pest prevention and pest proofing. Properly maintained and sealed buildings will eliminate the need for pesticides in most cases.

In addition to an inspection checklist, this form provides space for listing the most important maintenance and sanitation needs for successful pest management. This list is a subjective summary of maintenance needs that can be used by county maintenance supervisors to set priorities for facility repairs and upgrades.

This inspection form is intended for annual or semi-annual county inspections. More frequent IPM services should use the IPM Service Report Form, MCIPM-1. (Continued)

Inspection Form Instructions (continued)

Exterior Garbage Areas

- Item 1* Dumpsters that fail to seal completely provide a food source for rodents, birds, flies, and other pests
- Item 2* Dumpsters located too close to doors result in greater likelihood of fly infestations indoors. A minimum space of 50 ft. between dumpsters or garbage and doors is recommended.
- Item 3* Dumpsters situated on soil or damaged pavement encourages rodent burrowing and may result in large rodent populations. Dumpsters should always be situated on concrete or well-maintained asphalt pads.
- Item 4* All garbage receptacles should be cleaned periodically and the surrounding area kept free of trash and spills. Overflowing trash receptacles suggest need for more receptacle capacity or more frequent pickup.
- Item 5* Garbage cans should be fitted with attached lids to discourage wasps, bees, and other pests. Self-closing lids are the usually preferable.

Exterior Building Features

- Item 6* If light is visible under doors, weather-stripping should be installed to prevent entry of rodents and crawling insects and spiders.
- Item 7* Screens should be present, tightly fitted, and in good repair, on all exterior windows that are open. Check condition of caulk and seals around all window frames.
- Item 8* Points at which plumbing and electrical or cable services enter the building should be tightly sealed to prevent pest entry.
- Item 9* In addition to checking for flaws in building seals at ground level, the inspector should check electrical service entry points and flashing on roofs and upper walls of buildings. Ladders or roof entry may be required for a complete inspection. Binoculars may also aid rapid inspections.
- Item 10* Ventilation intakes should be adequately screened and free from obstruction. Window screen may be needed to keep smaller flying insects from gaining entry. Outdoor lighting should be directed away from air intakes to minimize attraction of night-flying insects to vents.
- Item 11* Ground should always slope away from building foundations. Note low areas or standing water next to foundations. High moisture areas may be more prone to termites and promote mold and mildew.
- Item 12* Black stains on brick or concrete walls may indicate poor roof or foundation drainage.
- Item 13* Electronic moisture meters are useful tools for detecting leaks and higher than normal moisture in walls, roofs, etc.
- Item 14* Roofs should be in good condition and drain properly. Rainy Season is a good time to check for indoor leaks.
- Item 15* Clogged gutters increase the chance of wood rot and water damage to exterior walls. Make sure gutters are clear and drain freely.
- Item 16* Note any other conditions that may be conducive to pests, such as wood in direct contact with soil, soil or mulch that extends above the top of the foundation, need for insect-proof lighting, etc.

Exterior Landscape Plants

- Item 16* The inspector should be able to see all sections of building foundations to inspect for termites, rodents, and other pests.
- Item 17-21* To minimize entry of crawling insects such as ants, building should not contact trees or shrubs.

Inspection Form Instructions (continued)

Exterior Pest Evidence

- Item 22* Look for burrows, evidence of gnawing on doors and other entry points, fecal pellets, rub marks around cracks and entries, reports of rodent sightings.
- Item 23-25* Note roosting sites and evidence of excessive droppings from starlings, grackles, pigeons, and other nuisance birds. Look for droppings and other signs of feral dogs and cats, raccoons, opossums, etc. Check attic areas for evidence of bat roosting.
- Item 26* Look for termite tubes along in any wood structures or outside foundation walls. A screwdriver or other sharp probe should be used to test wood that is in contact with soil or otherwise suspect.
- Item 27-34* Look for ant trails around windows, electrical or plumbing lines, and building edges. Turn over bricks, stone, mulch, etc. when inspecting for cockroaches, scorpions or other crawling pests.

Interior

General Interior Sanitation

For all indoor areas, make sure that pheromone and sticky traps are clean and replaced as necessary. Check bait stations and note service dates on the station cover. Minimum inspection equipment should consist of a flashlight and this form.

- Item 35* Make note of sanitation or pest management deficiencies. Be specific about locations, so a manager can find and recognize problem areas. Examples of possible problems might include need for caulking or other pest proofing, exposed food, improper food storage practices, spilled food, and grease or organic debris buildup, especially in drains. Recycling bins for cans and other containers containing sweets or food for roaches and ants should sit away from potential pest harborage areas, sinks, etc. Report such conditions even if there is no sign of pest activity. Report signs of pest activity separately under pest evidence. Check that garbage and trash receptacles are clean and have intact liners.
- Item 36-41* All food in storage areas should be off the floor and easily inspected. Remove and discard cardboard boxes and other unnecessary packaging to minimize hiding places for pests. Rotate food regularly, and place new cans and boxes at the backs of shelves.
- Item 42-43* Check condition of caulking and sealing
- Item 44-65* Areas with food should be cleaned and swept daily. All food should be sealed in pest-proof containers. Windows, screens, and doors should fit tightly. Make note of cluttered and inaccessible areas. Trash cans should have liners. All areas should be clean and free of moisture.

Interior Pest evidence

- Item 66* Look for fecal droppings, urine stains, rub marks, gnawing, damaged food containers, tracks, etc. Make sure bait stations are maintained and service dates documented.
- Item 67* Look for fecal droppings. Bats will rest behind hanging pictures and in dark spaces
- Item 68* Look for fecal droppings, urine stains, rub marks, gnawing, damaged food containers, tracks, etc. Make sure bait stations are maintained and service dates documented.
- Item 69* Look for termite tubes along outside foundation walls. A screwdriver or other sharp probe should be used to test wood that is in contact with soil or otherwise suspect.

- Termite activity may occur at any time of year, but is most likely to be noted in the spring when most swarming occurs. Distinguish termites from ants by their lack of pinched waist. Look for unusual wavy appearance on painted wood or gypsum sheetrock. Unusual mud crusts on walls or wood may indicate termite activity and usually occurs just prior to swarming. Report precise location of any termite activity
- Item 70* Note trails of fire ants or other ants. Accurate species identification may be essential for selecting the best bait or other control method.
- Item 71* Areas conducive to scorpions: Garbage, Loose Fitting Shingles, Organic Matter in and Around Gardens and Plant Pots, Under and Around Rock Beds, Old Lumber, Bricks, J-Trim, Decaying organic debris such as leaves, bark etc., Stored Boxes, Shoes , Around Light Fixtures, all Voids and Conduits, Insect Infested Areas in Attic
- Item 72* Smaller roaches will leave behind droppings that are similar in size and appearance to ground coffee or black pepper. Larger roaches will leave larger droppings. The more fecal droppings you find, the higher the number of roaches you are dealing with
- Item 73* Spiders are usually harmless and are best disposed of by mopping or vacuuming. Confirms spiders are non-venomous. Use sticky traps to survey spider populations.
- Item 74* Look for shed bed bug skins, exoskeletons or shells, fecal stains on upholstery and bedding. If the room is heavily infested, you may find bed bugs:
- In the seams of chairs and couches, between cushions, in the folds of curtains.
 - In drawer joints.
 - In electrical receptacles and appliances
- Item 75* Fleas are tiny, reddish-brown insects. They are external parasites and feed off of the blood of birds and mammals. They normally feed on the blood of animals, but they can also feed on the blood of humans. Though individual fleas can be difficult to notice, once a flea infestation occurs, you may be able to see multiple fleas hopping onto furniture or curtains. You might also notice pets scratching more than usual.
- Items 76* Check to make sure doors and windows are not propped open and screens are properly in place

Recommendations for Action

The IPM technician can make recommendations for actions to be taken by the County to improve pest control. These actions normally include only those building improvements that are beyond the scope of the pest management contractor or in-house pest management staff. Repairs or improvements that will be made at a later date by the technician, such as caulking or sealing, should be noted as such. Priorities are assigned by the pest management technician and may not be identical to those assigned by facility managers.

IPM Program Assessment

- Item 79-83* Each County Facility or Park should have a manual or computerized pest problem log that can be easily accessed by the pest control technician. Other paperwork should also be on file. Staff should be aware of the designated pest control contact person at each facility. Copies of all service reports should be maintained in an accessible file.
- Item 84-92* Report the overall service condition of sticky and light traps, bait stations, and records maintained by the pest control technician. Poorly maintained equipment is a sign of inadequate service. Check that safety procedures are maintained and followed. If serious problems are identified, set an approximate date for a follow-up