IPM CHECKLIST

This Integrated Pest Management (IPM) Plan checklist will help you inspect your Child Care Center building and grounds for the presence of conditions that provide food, water and shelter for pests. If used on a semi-annual basis, the checklist will also help you to monitor how well your IPM program is working to manage pest problems.

Kitchens and Cafeterias

- Cracks and crevices in walls, moldings and floors are sealed.
- Openings around electrical conduits, pipe chases, and ducts are sealed.
- Plumbing kept in good repair (no dripping pipes, faucets, or plugged drains).
- All surfaces in food preparation and serving areas are regularly cleaned and there is no accumulation of food products on counters, floors or appliances.
- There is no accumulation of food products, dirt or debris in cabinets.
- There is no standing water on counters, in drains, or on floors.
- There is no grease build-up, debris or other material causing blockage in drains.
- Food waste from preparation and serving areas is stored in sealed, leak-proof plastic bags before removal from school grounds.
- Weather stripping and door sweeps are present and in good condition on exterior doors.
- Free of clutter (cardboard boxes or paper products).

Evidence of Pests?
- Ants
- Cockroaches
- Flies
- Gnats
- Mice/rats
- Spiders
- Other, ________

Food Storage Areas and Teacher’s Rooms

- Food products that are delivered in non-pest-proof containers (e.g., paper, boxes) – are stored, refrigerated or transferred to pest-proof containers, such as clear plastic boxes with lids, within 24 hours.
- Indoor packing and shipping trash (bags, cardboard boxes, pallets) is promptly and properly disposed of or recycled by the end of the day.
- Bulk stored products are not allowed direct contact with walls or floors, allowing access for inspection and reducing pest harborages.
Clean, organized and free of clutter.

- Inspection aisles (greater than 6" x 6" between walls and shelving) are maintained around bulk stored products.
- Paper products and foods are stored separately. It is recommended that all paper products and food be stored in plastic or other pest-proof containers.
- Refrigerators, microwave ovens, vending machines are maintained and clean - inside and out.

Evidence of Pests?

- Ants
- Cockroaches
- Flies
- Gnats
- Mice/rats
- Spiders
- Other, _______

**Custodial and Maintenance**

- Cleaning and disinfecting products are stored in areas that are inaccessible to children.
- Mops and mop buckets are clean, dried or hung upside down.
- Indoor trash/recycling rooms are regularly inspected, spills cleaned up, and leaks repaired promptly.
- Indoor garbage is kept in lined, covered containers and emptied daily.
- Stored waste is collected and moved off site at least once per week.
- Recyclables are rinsed or stored in pest-proof containers and moved off site weekly.
- Moisture sources are corrected (e.g., ventilate areas where condensation forms frequently, repair plumbing, roof leaks, dripping air conditioners).
- Bulk goods are stored off of the floor and at least 6” away from the walls.
- Construction, copy or art paper is stored in pest-proof packaging or placed in pest-proof containers.
- Store rooms are neat and organized. No Clutter.

Evidence of Pests?

- Ants
- Cockroaches
- Flies
- Gnats
- Mice/rats
- Spiders
- Other, _______

**Restrooms**

- Rooms cleaned and trash removed daily.
- Cracks and crevices in walls and floors sealed.
- Plumbing in good repair (no leaks, drips, clogged drains).
- Gaps between pipes or vents and walls or floor are sealed.
- Free from mold.

Evidence of Pests?
Classrooms, Nap Areas, Nurseries

- Cracks and crevices in walls and floors are sealed.
- Sleeping mats are cleaned daily and stored up off and of the floor.
- Blankets, sheets and personal items are stored in individual plastic bins with lids.
- Cubbies and child storage areas are emptied and cleaned at least once per season.
- Sufficient space between coat hooks provided so that each child’s hat and coat do not touch those of another child to prevent spreading of head lice and bed bugs.
- Floors cleaned regularly (swept after every meal, mopped daily).
- Beverage and food containers kept for recycling are washed before emptying into in pest-proof container and moved off-site regularly.
- Food or food wrappers are removed from cubbies and desks daily.
- Sink areas kept clean and dry (at end of day)
- Food and beverages are allowed only in limited designated areas that are cleaned daily.
- The room where children learn and play is organized and toys, books, and supplies put in plastic bins and/or stored properly, up and off of the floor.
- Paper is stored in pest-proof packaging or placed in pest-proof containers.
- Snacks are stored in pest-proof packaging or placed in plastic pest-proof containers.
- Closets, bookcases and storage areas are neat and organized. No Clutter.

Evidence of Pests?
- Ants
- Cockroaches
- Flies
- Gnats
- Mice/rats
- Spiders
- Other, _____

Playground and Outdoor Areas

- Tree limbs are maintained at least 6 ft away from all buildings. No tree limbs overhanging roof.
- Vegetation, shrubs, vines, and bark mulch kept at least 12 inches from building.
- Exterior doors kept shut when not in use.
- Windows and vents screened or filtered and screens are in good condition.
- Window trim is free of cracks and windows close properly.
- Weather stripping and door sweeps present and in good condition on exterior doors.
- Building eaves, walls, gutters, roofs are sound. No evidence of debris, water leaks or holes.
• No cracks in foundation or walls, no openings around electrical conduit, or plumbing, and doorways sealed.
• No evidence of standing water on/in play structures, toys, ground or infrastructure.
• No evidence of standing water on neighboring properties.

Evidence of Pests?
• Ants  • Cockroaches  • Flies  • Gnats  • Mice/rats  • Spiders  • Other, ______

Garbage / Dumpster Areas
• Garbage containers, compactors, and garbage storage are away from building entrances.
• Dumpsters have close-fitting lids and are kept closed at all times.
• There is no standing water in garbage cans, dumpsters or ground drains.
• Dumpsters are emptied weekly and cleaned (thoroughly rinsed) regularly.
• Garbage containers/dumpster areas outside are clean and void of debris and trash.
• There are no visible signs of standing water around the neighboring properties.

Evidence of Pests?
• Ants  • Cockroaches  • Flies  • Gnats  • Mice/rats  • Spiders  • Other, ______

For more information on IPM and pest reduction go to: http://www.epa.gov/pesticides/controlling/resources.htm
EPA Region 2 Pesticides Program
Phone: 732-321-4461