

## **IPM IN SCHOOLS SERVICE PROTOCOLS**

Pest Management in schools plays a vital part in Staff, Children, and Visitors' lives. If you yourself do not have children, your friends and neighbors do, and we are responsible to keep them healthy by eliminating pests that could possibly cause asthma attacks, allergies, insect bites, and public outcry should an adverse situation arise. We do this by monitoring, reporting conditions conducive that concern structural issues, sanitation and storage practices, and indoor air quality issues. We must also have verbal communication with the principals and their key staff personnel. All of these require time and care to which normal service time for any school, albeit public or private, is at a minimum of one hour. To this end we have created a set of protocol procedures to provide quality service and maintain value with the schools to insure future services.

1. Upon checking in at the school, locate and review Pest Sighting logsheet, inquire from the Principal and lead custodian about any incidents that may not have reported on the logsheet.
2. Remove the QA Logsheets for this month's service and take it with you on your service. (This will enable you to complete the form as you perform the service)
3. Since most services are performed early in the morning, start with an inspection of classrooms in one wing of the school before they become occupied. Inspect underneath the undersides of all sinks and cabinets in classrooms (where Brown-banded Roaches like to lay eggs). Inspect the underside of the teacher's desks, drawers, and cabinets. Inspect overhead lights for spiders and trapped insects. Inspect floor drains if present and treat every six months. Inspect corners of classrooms and windowsills. Use your web duster. Do Not be hesitant in removing items in the way. Not on the QA log is clutter is an issue for each room inspected.
4. Follow the Arizona IPM in Schools Coalition Pest Monitoring Protocol sheet. (attached)
5. Check custodial closets in the wing of the school you have inspected. Is their clutter? Mops and Brooms clean? Racks used for mops and brooms? Shelving available or products on floors? Any pesticides present? Note closet or door # on QA report and report any deficiencies.
6. Hallways – check bulletin boards for possible spiders, fecal matter from insects, corners, obstructed ventilation, windows and sills, and general sanitation. Note deficiencies on QA sheet.
7. Proceed to Teacher's Lounge. What to look for – Behind bulletin boards, on windowsills, corners clean? Refrigerator free of moldy, spoiled food, door seals

- free of pests, ( I have personally found live German cockroaches in the freezer door seals of a refrigerator!), under and behind microwave (roach and ant hangout), ceiling tiles, light fixtures, cupboards, counters, sinks, floor drains, under and behind vending machines, under furniture and cushions (Mouse hangout). Does this lounge require you to wear a Biohazard suit before entering? Treat as needed, place and date monitors. Web Duster.
8. Proceed to Kitchen, Check the restrooms in those corridors on your way there. Drains treated every 6 months. Pea trap wet, free of debris, pests?
  9. Kitchen – areas to inspect – Pantry, dishwashing area, ceiling tiles, under counters and appliances (yes, you will get your knees dirty if the floor is dirty), floors drains and sinks, cookware storage area, counter tops, garbage disposals, pantry shelving – items off floor?, trash cans, backdoor and cafeteria doors. Place, date, zone monitors. Note all deficiencies on QA report. Web duster.
  10. Proceed to exterior. Loading dock – clean? organized? inspect dumpsters (away from building? Closed? Relatively clean?), conduits, cold seams, light fixtures (webs? bird activity?), windows and screens.
  11. General exterior – walls and eaves free of webs, insects? Inspect expansion joints, windows, screens, (gaps in frames?) light fixtures (webs? bird activity?) Trees, shrubs - shoulder width away from building? Overhanging building? Ants? Water damage on eaves, walls? Flood irrigating causes water to pool in an area and cause mosquitoes? Water valve boxes – roaches, scorpions, crickets? Outdoor dining areas and tables – pest free?
  12. Inspect all exterior restrooms, and all exterior doors. Gaps? Sweeps and thresholds ok? Webs?
  13. Proceed to Nurse's Office – inspect as you did in a classroom.
  14. Proceed to Main Office - inspect as you did in a classroom. Complete service slip and QA sheet. Have both signed, verbally discuss with Principal issues needing attention.
  15. Place current months QA logsheet in book and remove previous years sheet. Do Not place customers copy of the service slip in the book – It is their invoice.
  16. Upon arrival for the next months service, start your service with a different wing of the school and proceed as above. This way all classrooms will be inspected at least 4 times per year.