**Appendix 2: Annual IPM inspection Review Form**

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.** School name, district and location:

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**2.** Audit Participants:

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**3.** School site details (names, phone numbers and/or e-mails):

|  |  |
| --- | --- |
| Principal |  |
| Age of school |  |
| Area of interior and exterior |  |
| Number of students |  |
| Director of Operations |  |
| IPM Coordinator |  |
| Building Manager |  |
| Grounds Supervisor |  |
| Number of custodians |  |
| Contractual custodians |  |
| Kitchen manager |  |
| On-site food preparation  | Yes | No |
| School nurse |  |
| Pest Management company |  |
| Waste Management company |  |
| Reported pests |  |
| Observed pests  |  |
| Use of rodent bait | Correct | Incorrect | N/A |
| Use of insect baits | Correct | Incorrect | N/A |
| Use of sticky monitoring traps | Yes | No |
| Use of pest-sighting log | Yes | No |
| Annual training for staff and faculty provided | Yes | No |
| Any student IPM education | Yes | No |
| Record keeping | Yes | No |
| Description of sanitation standards |  |
| Environmental management committee | Yes | No |
| School IPM newsletter | Yes | No |
| Other comments |

**Building Exterior**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Windows screens |  |  |  |  |  |
| Trees, shrubbery |  |  |  |  |  |
| Exterior lighting |  |  |  |  |  |
| Dumpster(s) |  |  |  |  |  |
| Turf |  |  |  |  |  |
| Conduits |  |  |  |  |  |
| Trash cans |  |  |  |  |  |
| Covered areas |  |  |  |  |  |
| Cold seams |  |  |  |  |  |
| Food areas, tables |  |  |  |  |  |
| Eaves, walls |  |  |  |  |  |
| Fence lines |  |  |  |  |  |

*Other questions:*

*Gaps between window or screen and frame?*

*Dumpsters located away from building, closed, and relatively clean?*

*Trees overhanging buildings?*

*Shrubs shoulder-width from buildings?*

*Water damage on eaves or walls?*

*Spider webbing?*

*Water pooling?*

**Kitchen: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Pantry |  |  |  |  |  |
| Under counters & appliances |  |  |  |  |  |
| Trash cans |  |  |  |  |  |
| Stored food bins |  |  |  |  |  |
| Dishwashing area |  |  |  |  |  |
| Floor drains & sinks |  |  |  |  |  |
| Cookware storage area |  |  |  |  |  |
| Garbage disposals |  |  |  |  |  |
| Ceiling tiles |  |  |  |  |  |
| Backdoor & exterior cafeteria |  |  |  |  |  |
| Counter tops |  |  |  |  |  |
| Pantry shelving |  |  |  |  |  |
| Floor |  |  |  |  |  |
| Non-slip mats |  |  |  |  |  |
| Clean cleaning tools |  |  |  |  |  |

*Other questions:*

*Pest activity behind bulletin boards?*

*Pests on window sills?*

*How close is the dumpster to the back door?*

*Efficiency of air-curtains on doors?*

*Intact external door seals?*

*Floor drains have metal baskets?*

*Are floor corner clean?*

*Are floors steam cleaned or power washed periodically?*

*Pest monitoring log available?*

**Kitchen storage specifics**

*Questions:*

*Adequet shelving?*

*Shelving base open and lowest shelf at least 12 inches from the ground?*

*Boxes against walls or in corners?*

*Wooden or cardboard covered pallets being used?*

*Food dated and rotated so oldest orders are constantly consumed first?*

**Custodian’s closet: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Mops, buckets, & brooms clean? |  |  |  |  |  |
| Cleaning supplies |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |
| Clutter? |  |  |  |  |  |
| Racks for brooms and mops? |  |  |  |  |  |
| Shelving adequate? |  |  |  |  |  |
| Cardboard boxes used as storage containers? |  |  |  |  |  |

**Classrooms: Name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Inside cupboards |  |  |  |  |  |
| Under sinks |  |  |  |  |  |
| Under, inside & behind furniture |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Teacher’s cupboards |  |  |  |  |  |
| Drains |  |  |  |  |  |
| Corners |  |  |  |  |  |
| Lost and found |  |  |  |  |  |
| Class pets and supplies |  |  |  |  |  |
| Recycle containers |  |  |  |  |  |
| Air-fresheners and candles |  |  |  |  |  |
| Clutter |  |  |  |  |  |
| Access to chemicals? |  |  |  |  |  |
| OTC Pesticides? |  |  |  |  |  |
| Pest accessible food? |  |  |  |  |  |

**Teacher’s lounge: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Under furniture & cushions |  |  |  |  |  |
| Sinks |  |  |  |  |  |
| Under & behind vending machines |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Cupboards |  |  |  |  |  |
| Microwave (inside and underneath) |  |  |  |  |  |
| Oven (inside and underneath) |  |  |  |  |  |
| Refrigerator (inside and underneath) |  |  |  |  |  |
| Counters |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |

*Other questions:*

*Pests behind bulletin boards, in furniture, on window sills?*

*Are floor to wall junctures and corners clean?*

*Is a pest monitoring log available?*

*IPM newsletters available?*

*Any water marks on ceiling tiles?*

**Nurse’s office: Room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Under furniture & cushions |  |  |  |  |  |
| Examination beds |  |  |  |  |  |
| Medicine cabinet |  |  |  |  |  |
| Overhead lights |  |  |  |  |  |
| Cupboards |  |  |  |  |  |
| Pesticides? |  |  |  |  |  |
| Sinks |  |  |  |  |  |
| Refrigerator |  |  |  |  |  |
| Counters |  |  |  |  |  |
| Floor drains |  |  |  |  |  |

 **Hallways, main office: Name/room # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Item  | Location | Condition GoodFairPoor | SanitationGoodFairPoor | Pests | Follow-up |
| Corners |  |  |  |  |  |
| Overhead lighting |  |  |  |  |  |
| Under & behind furniture |  |  |  |  |  |
| Exterior doors |  |  |  |  |  |
| General sanitation |  |  |  |  |  |
| Ventilation |  |  |  |  |  |
| Windows |  |  |  |  |  |
| Ceiling tiles |  |  |  |  |  |
| Bulletin boards |  |  |  |  |  |

General observations, quotes, etc.

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