1. **School name & district:**

2. **Audit Participants:**

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

   - Principal: ___________________________________________________________________
   - Age of School: ___________________________________________________________________
   - Area (ft²): ___________________________________________________________________
   - Number of students: ___________________________________________________________________
   - Director of Operations: ___________________________________________________________________
   - IPM Specialist: ___________________________________________________________________
   - Building Manager: ___________________________________________________________________
   - Grounds Supervisor: ___________________________________________________________________
   - Number of custodians: ___________________________________________________________________
   - Contractual custodians: ___________________________________________________________________
   - Kitchen manager: ___________________________________________________________________
   - On-site food preparation: ___________________________________________________________________
   - School nurse: ___________________________________________________________________
   - Pest Management Company: ___________________________________________________________________
   - Waste Management: ___________________________________________________________________

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**At a glance assessment - Key questions indicating an IPM program is in progress**

- Do you have an IPM Specialist? Y N
- Do you have an IPM policy? Y N
- Do you have an IPM committee? Y N
- Are you a member of a state IPM coalition? Y N
- Do you apply scheduled pesticide treatments? Y N
- Do you have an inspection schedule? Y N
- Do you have a monitoring program? Y N
- Do you use pest sighting logs? Y N
- Do you distribute a Pest Press? Y N
- Do you provide continuing education regarding pest issues? Y N
• Perceived pests:____________________________________________________
• Observed pests:____________________________________________________
• On-site food preparation::____________________________________________
• Baits:____________________________________________________________
• Monitor traps:_____________________________________________________
• Pest sighting logs:__________________________________________________
• Training programs:_________________________________________________
• Pest management education for staff/faculty:_____________________________
• Information systems:________________________________________________
• Sanitation:________________________________________________________
• Pest Press:________________________________________________________

1. **Building Exterior**

   - □ Windows & screens
   - □ Dumpsters
   - □ Trash cans
   - □ Food areas & tables
   - □ Trees & shrubbery
   - □ Turf
   - □ Covered areas
   - □ Eves & walls
   - □ Lights
   - □ Conduits
   - □ Cold seems

   *i.e., are there gaps between window or screen and frame? Are dumpsters located away from building, closed, and relatively clean? Are trees overhanging building? Are shrubs shoulder-width away from building? Is there evidence of water damage on eves or walls, or spider webbing? Do lights have webbing or evidence of bird activity around them? Do they flood irrigate & does the water tend to pool anywhere?*
2. Kitchen

- Pantry
- Dishwashing area
- Under counters & appliances
- Trash cans
- Stored food bins
- Floor drains & sinks
- Cookware storage area
- Garbage disposals
- Ceiling tiles
- Backdoor & exterior cafeteria doors
- Counter tops
- Pantry shelving

What to look for: Behind bulletin boards, on window sills, how close is dumpster to back door, efficiency of air-curtains on doors, external door seals, drains have metal baskets, corner clean, are floors steam cleaned or power washed periodically? Pest monitoring log available?

3. Custodian’s closet – room # ____________

4. Classrooms & nurse’s office

  name/room # __________________________

- Inside cupboards
- Under sinks
- Under & behind furniture
- Overhead lights
- Teacher’s cupboards
- Drains
- Corners
- Mops & brooms clean?
- Clutter?
- Racks used for brooms and mops?
- Sink
- Pesticides?
- Shelving?
5. Teacher’s lounge

Areas to inspect:

- Under furniture & cushions
- Sinks
- Under & behind vending machines
- Overhead lights
- Cupboards
- Microwave
- Oven
- Refrigerator
- Counters
- Biohazard suits needed?

What to look for: Behind bulletin boards, on window sills, corner clean, what is in the refrigerator/under microwave? Pest monitoring log available? Pest Press posted? Window sills, ceiling tiles.

6. Hallways, main office

name/room # __________________________

Areas to inspect:

- Corners
- Overhead lighting
- Under & behind furniture
- Exterior doors
- General sanitation
- Ventilation
- Windows
- Ceiling tiles
- Bulletin boards

Pest Venerable Areas (kitchen, custodial closets, special education classrooms, teachers lounge, dumpster areas).