



INTEGRATED PEST MANAGEMENT CHECKLIST FOR EARLY CARE AND EDUCATION PROGRAMS



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INTEGRATED PEST MANAGEMENT (IPM)

HOW TO USE THE IPM CHECKLIST

The **Integrated Pest Management (IPM) Checklist** will help you inspect your early care and education (ECE) building and grounds for the presence of pests and conditions that provide them with food, water and shelter. This IPM Checklist will also help you monitor your IPM program annually, semi-annually, or more frequently as needed.

Before you use the IPM Checklist, read the two sections below, **Instructions** and **Helpful Tools for an IPM Inspection**. The page **Integrated Pest Management (IPM) How to Find Evidence of Pests** will aid you in identifying pests and noting them on the IPM Checklist.

You'll notice that the IPM Checklist is divided into indoor and outdoor areas, where you'll inspect different locations. The **Integrated Pest Management (IPM) Checklist Items Explained** section provides details on the rationale for the items and instructions on how to complete them. The **Integrated Pest Management (IPM) Action Plan Worksheet** page can be used to identify the things you can change or improve easily versus structural problems, that may require more time or money. Oftentimes, making repairs seem costly, yet you may actually be saving money by preventing pest problems that destroy property and cause damage and harm.

Instructions

- 1 Collect the helpful tools to complete the IPM Checklist (see the box to the right).
- 2 Complete the IPM Checklist.
 - ▶ Check **Yes**, **No**, or **N/A** (not applicable) beside each item. **Yes** means that you don't have to take further action. **No** means you should follow the suggestion—for example, you need to buy an outdoor garbage bin or indoor garbage can with a tight-fitting lid.
 - ▶ Do not check **Yes** unless the item applies in every instance. For example, item #8 states "Window screens have no holes or gaps." But, if one window doesn't have a screen, you should check **No** even if all other windows have screens. In the **Comments** section (the line after each item), record where the window without the screen is located.
 - ▶ The **Comments** section can include follow-up notes, things that need to be fixed or changed, and things to be discussed with program staff.
 - ▶ There is a **Pests** item at the end of each section. Check the pest item if you see **evidence of the pest, damage, or the pest itself**. Note the number of pests for each type of pest seen.
- 3 Review the completed IPM Checklist, and refer to **Integrated Pest Management (IPM) Checklist Items Explained** if you have questions about any of the items.
- 4 Complete the **Integrated Pest Management (IPM) Action Plan Worksheet** as a guide to helping you make the changes needed in your program.

Helpful Tools for an IPM Inspection

- 1 **Building map or floor plan** to mark areas that may need follow-up management or regular inspection.
- 2 **Standard flashlight and an ultraviolet (UV) flashlight** (good for detecting rodent urine stains that light up under UV light).
 
- 3 **Knife or flat spatula** to poke into narrow cracks and crevices to reveal where pests like to hide and where they seek shelter and food. If a spatula fits in a crack in concrete, baseboards, or wallboards, pests can hide there.
- 4 **Hand lens** or magnifying glass for pest identification.
- 5 **Vial** for collecting pests you want to identify (for example, if you want to know exactly what kind of cockroach you found in the bathroom).
- 6 **Telescoping mirror** that lengthens from around 6 to 36 inches. These are helpful for seeing behind or under hard-to-reach places.
 
- 7 **Measuring tape** of at least 6 feet length.
- 8 **Quick Tips** at www.ipm.ucdavis.edu/QT/index.html offers quick advice related to pests and environment-friendly gardening practices.

INTEGRATED PEST MANAGEMENT (IPM)

HOW TO FIND EVIDENCE OF PESTS

- ▶ **Ants:** Look for large trails of ants or just a few of them. Look for ant trails around windows, electrical or plumbing lines, and building edges. Look for holes or cracks in the foundations or walls that provide entry points to buildings. Straggling ants are usually scouts randomly searching for food or nesting sites. When you spot ant trails, try to follow the ants to where they're entering the building and, if possible, to the nest.
- ▶ **Cockroaches:** Look for signs of cockroaches such as droppings (dark spots or smears), cast skins, and dead roaches. Cockroaches like warm (70°– 75°F), damp areas close to food and waste found in kitchens, bathrooms, and food preparation and storage areas. Place traps in several spots and check traps often. You'll need to name the cockroach species you have to treat effectively.
- ▶ **Fleas:** If you think you have a flea problem indoors, put on some light-colored knee socks and walk around. Fleas will hop on to the socks. Then, use a vacuum cleaner with a HEPA filter and vacuum the area 2–3 times a day until the fleas are gone.
- ▶ **Flies:** Look for house flies around windows and maggots in rotting food and garbage.
- ▶ **Mold:** Look for mold in indoor places that smell musty and in areas that are often wet or damp, such as bathrooms, laundry, utility rooms, and basements. Damp odors should be noted because they suggest that water may be present and mold growth is likely. Also, note symptoms of allergy like sneezing, runny nose, watery eyes, coughing, or wheezing. Mold comes in many colors, not just black, and does not need light to grow. It can grow in dark areas and on hidden surfaces, such as the backside of drywall, wallpaper and paneling, the top side of ceiling tiles, and the underside of carpets and pads.
- ▶ **Mosquitoes:** Where is there standing water? Water tends to accumulate in blocked gutters, buckets, and toys left outside. Look for mosquitoes resting on walls or flying near people.
- ▶ **Rats and mice:** Look at garbage bins and cans for droppings, chewed spots, or holes. Look at packaged food, doors, windows, baseboards, and electrical cords for chewed spots, tooth marks, woodchips, or shavings. Check near walls, food supplies, and pathways for droppings. Old droppings are hard, gray, and rigid. Fresh droppings are dark and soft, possibly a sign of a current rat/mouse problem. Check for freshly dug earth near holes around foundations and walls. Check for rub marks along walls. Rub marks are dark smears where dirt and oil from rodent fur mark pipes, beams, hallways, edges of stairs, or around gnawed holes. Fine, shredded paper or similar materials are common nest-building materials.
- ▶ **Snails and slugs:** Look for irregular holes with smooth edges in leaves and flowers. Look for their silvery trails to confirm slugs or snails caused the damage and no other garden pests.
- ▶ **Spiders:** Look for cobwebs and spiders in dark areas of your home. Spiders are usually harmless. If you find a black widow spider, you can swat it with a rolled-up piece of paper and then step on it.
- ▶ **Yellowjackets:** Look for yellowjackets. Their nests can be found in holes in the ground outside and holes in the walls or ceilings of buildings.
- ▶ **Weeds:** Look for lawn weeds such as clover, that attracts honey bees. The bees could pose a problem if children play on the lawn.
- ▶ **Other:** Look for signs of other pests, often in the form of droppings (for example, raccoons, gophers, pigeons, and squirrels).

INTEGRATED PEST MANAGEMENT (IPM) CHECKLIST FOR EARLY CARE AND EDUCATION PROGRAMS

PERSON COMPLETING FORM

DATE

ECE PROGRAM

Outdoor Areas

Garbage, Recycling, and Compost

Comments

1. Cans/dumpsters have tight-fitting lids without cracks, holes, or rust. YES NO N/A _____
2. Cans/dumpsters are located on hard, cleanable surfaces such as asphalt or concrete. YES NO N/A _____
3. Area around cans/dumpsters has no spills or garbage. YES NO N/A _____
4. All recyclables are empty and rinsed. YES NO N/A _____
 Pests (evidence of the pest, damage, or the pest itself) ANTS COCKROACHES FLIES MICE/RATS MOSQUITOES SPIDERS
 YELLOWJACKETS OTHER (SPECIFY) _____

Building Exterior

5. Walls, foundation, and electrical boxes have no gaps, holes, or cracks. YES NO N/A _____
6. Window trim has no cracks or gaps. YES NO N/A _____
7. Windows close completely. YES NO N/A _____
8. Window screens have no holes or gaps. YES NO N/A _____
9. Vents and other large openings screened with < ¼ inch hardware cloth. YES NO N/A _____
10. Faucets, hoses, and sprinklers have no drips or leaks. YES NO N/A _____
11. Water drains away from building. YES NO N/A _____
12. Doors that open to the outside have door sweeps or weather-stripping. YES NO N/A _____
13. Doors that open to the outside have doormats, inside and outside the door. YES NO N/A _____
 Pests (evidence of the pest, damage, or the pest itself) ANTS COCKROACHES MICE/RATS MOSQUITOES SPIDERS
 YELLOWJACKETS OTHER (SPECIFY) _____

Landscape and Play Area

14. Plants are at least 12 inches away from building. YES NO N/A _____
15. Tree and shrub branches are at least 6 feet away from building. YES NO N/A _____
16. Side of building is free of ivy and other vines. YES NO N/A _____

Landscape and Play Area (continued)

Comments

- 17. Wood, debris, and thick mulch at least 6 inches away from building. YES NO N/A _____
 - 18. Faucets, hoses, and sprinklers have no drips or leaks. YES NO N/A _____
 - 19. Equipment and toys are free of standing water. YES NO N/A _____
 - 20. Garbage containers have tight-fitting lids. YES NO N/A _____
 - 21. Garbage containers have linings. YES NO N/A _____
 - 22. Play structures are clean without droppings, garbage, spider webs, or debris. YES NO N/A _____
 - 23. Sandbox is clean and dry without droppings, garbage, or debris. YES NO N/A _____
 - 24. Grass is cut and there are few weeds. YES NO N/A _____
 - 25. Bait stations and traps are out of children's reach. YES NO N/A _____
 - 26. Yellowjacket traps are 20 feet away from play and eating areas. YES NO N/A _____
- Pests (evidence of the pest, damage, or the pest itself)
- ANTS COCKROACHES FLIES MICE/RATS MOSQUITOES SNAILS/SLUGS
 SPIDERS YELLOWJACKETS OTHER (SPECIFY) _____

Indoor Areas

Kitchen

- 27. Areas around and underneath dishwasher and refrigerator are clean and dry. YES NO N/A _____
- 28. Countertops, shelves, cabinets, and drawers are clean and dry. YES NO N/A _____
- 29. Food is stored in tightly sealed containers. YES NO N/A _____
- 30. Bulk products are stored off the floor and do not touch the walls. YES NO N/A _____
- 31. Stoves and ovens are cleaned of food scraps or spills. YES NO N/A _____
- 32. Floors and molding are cleaned of food scraps or spills. YES NO N/A _____
- 33. Cardboard boxes are not used for storage. YES NO N/A _____
- 34. Faucets and pipes do not drip or leak. YES NO N/A _____
- 35. Gaps between pipes, vents, and walls are sealed or screened. YES NO N/A _____

Kitchen (continued)

Comments

36. Cracks, crevices around cabinets and molding are sealed or filled. YES NO N/A _____
37. Garbage containers have linings. YES NO N/A _____
38. Garbage, recycling, and compost storage areas are cleaned of food scraps or spills. YES NO N/A _____
39. Bait stations and traps are out of children's reach. YES NO N/A _____
- Pests (evidence of the pest, damage, or the pest itself)
- ANTS COCKROACHES FLIES MICE/RATS MOLD
- PANTRY PESTS (MOTHS, BEETLES) OTHER (SPECIFY) _____

Bathrooms

40. Walls, tile, grout, and other surfaces are free of mold. YES NO N/A _____
41. Walls, floors, and tiles do not have holes, gaps, or cracks. YES NO N/A _____
42. Faucets and pipes do not drip or leak. YES NO N/A _____
43. Gaps between pipes, vents, and walls are sealed or screened. YES NO N/A _____
44. Cracks and crevices around cabinets, mirrors sealed or filled. YES NO N/A _____
45. Bait stations and traps are out of children's reach. YES NO N/A _____
- Pests (evidence of the pest, damage, or the pest itself)
- ANTS COCKROACHES FLIES MOLD OTHER (SPECIFY) _____

Common Space, Play Area, Eating Area

46. Eating areas are free of food scraps, crumbs, and spills, if not in use for eating. YES NO N/A _____
47. Furniture moves easily for vacuuming. YES NO N/A _____
48. Area free of clutter (e.g. cardboard boxes, paper products, toys). YES NO N/A _____
49. Play things are stored on shelves or in containers with tight-fitting lids YES NO N/A _____
50. Furniture, flat surfaces, and floors are free of dust. YES NO N/A _____
51. Walls and baseboards have no holes, gaps, or cracks. YES NO N/A _____
52. Walls, windows, and ceilings are dry without mold or water damage. YES NO N/A _____

Common Space, Play Area, Eating Area (continued)

Comments

- 53. Food items used for arts/crafts in are in containers with tight-fitting lids. YES NO N/A _____
- 54. Fresh air is provided by windows or a ventilation system. YES NO N/A _____
- 55. Garbage containers have linings. YES NO N/A _____
- 56. Garbage containers have lids. YES NO N/A _____
- 57. Faucets and pipes do not drip or leak. YES NO N/A _____
- 58. Bait stations and traps are out of children’s reach. YES NO N/A _____

Pests (evidence of the pest, damage, or the pest itself)

- ANTS COCKROACHES FLEAS FLIES MICE/RATS SPIDERS
 OTHER (SPECIFY) _____

Storage Area(s)

- 59. Clean, organized, and free of clutter. YES NO N/A _____
- 60. Buckets are rinsed and mops are hung up to dry. YES NO N/A _____
- 61. Dry and free of standing water and moisture. YES NO N/A _____
- 62. Cracks and crevices around cabinets sealed or filled. YES NO N/A _____
- 63. Items are stored in plastic containers with lids whenever possible. YES NO N/A _____
- 64. Cardboard boxes are not used for storage. YES NO N/A _____

Pests (evidence of the pest, damage, or the pest itself)

- ANTS COCKROACHES FLEAS FLIES MICE/RATS MOLD SPIDERS
 OTHER (SPECIFY) _____

Staff Area

- 65. Area free of clutter (e.g. cardboard boxes or paper products). YES NO N/A _____
- 66. Area free of beverage containers, crumbs, or debris. YES NO N/A _____
- 67. Food is stored in containers with tight-fitting lids. YES NO N/A _____
- 68. Cracks, crevices around cabinets sealed or filled. YES NO N/A _____
- 69. Garbage containers have linings. YES NO N/A _____

Pests (evidence of the pest, damage, or the pest itself)

- ANTS COCKROACHES FLEAS FLIES MICE/RATS SPIDERS
 OTHER (SPECIFY) _____

INTEGRATED PEST MANAGEMENT (IPM)

CHECKLIST ITEMS EXPLAINED

Questions about an item?

Look for the corresponding number below for an explanation of the reasons for and importance of some of the Checklist items.

Outdoor Areas

Garbage Storage: Garbage, Recycling, and Compost Cans and Dumpsters

- 1. Cans/dumpsters have tight-fitting lids without cracks, holes, or rust.**
WHY? Cans/dumpsters that don't seal properly or can be gnawed through by rats can provide access to food for rodents, birds, flies, and other pests.
- 2. Cans/dumpsters are located on hard, cleanable surfaces such as asphalt or concrete.**
WHY? Hard, cleanable surfaces such as concrete or asphalt pads help prevent rats from making burrows beneath them. Hard surfaces are easier to clean when spills occur. Flies, yellowjackets and other pests are attracted to spills.
- 3. Area around cans/dumpsters has no spills or garbage.**
Overflowing bins indicate the need for more carts or more frequent garbage collection.
WHY? Spilled liquids and garbage attract pests.
- 4. All recyclables are emptied and rinsed.**
WHY? Food or drink residues in bottles or cans can attract pests that are looking for food.

Building Exterior

- 5. Walls, foundation, and electrical boxes have no gaps, holes, or cracks.**
WHY? Ground-level building seals, electrical and plumbing service entryways, roof entryways and windows are entryways for pests.
- 6. Window trim has no cracks or gaps.**
WHY? Pests commonly enter a building through holes, cracks, gaps, and crevices between pipes, vents, roofs, floors, windows, walls, baseboards, cabinets, and mirrors. If you can fit a dime or pencil into the hole, then a mouse or rat can fit through the gap too.
- 7. Windows close completely.**
WHY? See answer #6.

- 8. Window screens have no holes or gaps.**

WHY? See answer #6.

- 9. Vents and other large openings are screened with < ¼-inch hardware cloth.**

WHY? Vents and large openings covered with ¼-inch hardware cloth will keep rodents, birds and yellowjackets out and make it harder for them to burrow back through the hole.

- 10. Faucets, hoses, and sprinklers have no drips or leaks.**

WHY? Moisture encourages mold to grow and provides water necessary for pests to survive.

- 11. Water drains away from building.**

WHY? Water drains should slope away from building to prevent standing water next to buildings.

WHY? Even small leaks or sources of water keep the wood or soil underneath a building continuously moist. These are ideal conditions for termites. Pests require water to survive.

- 12. Doors that open to the outside have sweeps or weather-stripping.**

If light is visible under or around doors, sweeps or weather-stripping should be installed.

WHY? If light is visible under doors this indicates that mice, crawling insects and spiders can enter the building. All doors need sweeps, weather-stripping or similar barriers, especially doors near the garbage receptacle area.

- 13. Doors that open to the outside have doormats, inside and outside the door.**

WHY? Doormats at every entrance from the outside help reduce dust and dirt inside the facility. Dust may contain pesticide residue and/or dust mites.

Landscape and Play Area

- 14. Plants are at least 12 inches away from building.**

WHY? Keeping plants away from buildings increases light, increases air circulation, and reduces moisture.

- 15. Tree and shrub branches are at least 6 feet away from building.**WHY? Pests, such as roof rats, can jump far distances from branches to your roof. Keeping branches away from buildings increase light, increase air circulation, and reduce moisture.

Landscape and Play Area (continued)

- 16. Sides of buildings are free of ivy and other vines.**
WHY? Ivy is a favorite shelter for rats.
- 17. Wood, debris, and thick mulch at least 6 inches away from building.**
WHY? Rodents and some insects, such as ants, often live in wood piles, debris, and thick mulch. You should be able to see the building foundation to inspect for pests. Avoid termite infestations by keeping wood-container mulch at least 6 inches away from buildings with wooden siding.
- 18. Faucets, hoses, and sprinklers have no drips or leaks.**
WHY? See answer #10.
- 19. Equipment and toys are free of standing water.**
WHY? Standing water in toys, equipment, and containers provides ideal conditions for mosquitoes to breed.
- 20. Garbage containers have tight-fitting lids.**
WHY? Bins that don't seal properly or can be gnawed through by rats can provide access to food for rodents, birds, flies, and other pests. Dome lids are preferred because they prevent yellowjackets, rodents and other pests from searching for food. Unlike other types of lids, dome lids are convenient to use and always fit the container snugly.
- 21. Garbage containers have linings.**
WHY? Plastic linings help keep garbage containers clean. They make garbage easier to toss into larger receptacles.
- 22. Play structures are clean without droppings, garbage, spider webs, or debris.**
WHY? Garbage, debris, and droppings attract pests such as flies or rats. Clear spider webs to reduce the chance of a child being bit by a spider.
- 23. Sandbox is clean and dry without droppings, garbage, or debris.**
WHY? Open sandboxes can attract pests, and children may touch or inhale droppings and germs in the sand. Sandboxes should be covered during non-operating hours.
- 24. Grass is cut and there are few weeds.**
WHY? Lawn weeds such as clover can attract

honey bees. Bees could pose a problem if children use the lawn as a play area. Be sure to pull weeds by hand rather than using herbicides.

- 25. Bait stations and traps are out of children's reach.**
WHY? Bait stations contain pesticides and traps may have sharp edges or snapping devices that can harm children.
- 26. Yellowjacket traps are 20 feet away from play and eating areas.**
WHY? The traps attract yellowjackets that fly around before they reach the trap.

Indoor Areas

Kitchen

- 27. Area around and underneath dishwasher and refrigerator are clean and dry.**
WHY? Spilled liquid and food crumbs can attract pests. Moisture allows mold and mildew to grow and provides water necessary for pests to survive.
- 28. Countertops, shelves, cabinets, and drawers are clean and dry.**
WHY? See answer #27.
- 29. Food is stored in tightly sealed containers.**
WHY? Food that's left out attracts ants, cockroaches, flies, mice, rats, and other pests.
- 30. Bulk products are stored off the floor and do not touch the walls.**
WHY? Allows inspection under and behind containers, and reduces pest shelters and available food.
- 31. Stoves and ovens are clean of food scraps and spills.**
WHY? See answer #27.
- 32. Floors and molding are clean of food scraps and spills.**
WHY? See answer #27.
- 33. Cardboard boxes are not used for storage.**
WHY? Cardboard provides hiding places for pests, especially cockroaches.
- 34. Faucets and pipes do not drip or leak.**
WHY? See answer #10.

Kitchen (continued)

- 35. Gaps between pipes, vents, and walls are sealed or screened.**
WHY? See answer #6.
- 36. Cracks, crevices around cabinets and molding are sealed or filled.**
WHY? See answer #6.
- 37. Garbage containers have linings.**
WHY? See answer #21.
- 38. Garbage, recycling, and compost storage areas are cleaned of food scraps or spills.**
WHY? See answer #27.
- 39. Bait stations and traps are out of children's reach.**
WHY? See answer #25.

Bathrooms

- 40. Walls, tile, grout, and other surfaces are free of mold.**
WHY? Mold gets into the air and irritates some children's lungs, triggers asthma, and could cause other health problems.
- 41. Walls, floors, and tiles do not have holes, gaps, or cracks.**
WHY? See answer #6.
- 42. Faucets and pipes do not drip or leak.**
WHY? See answer #10.
- 43. Gaps between pipes, vents, and walls are sealed or screened.**
WHY? See answer #6.
- 44. Cracks and crevices around cabinets, mirrors sealed or filled.**
WHY? See answer #6.
- 45. Bait stations and traps are out of children's reach.**
WHY? See answer #25.
- Common Space, Play Area, Eating Area**
- 46. Eating areas are free of food scraps, crumbs, and spills, if not in use for eating.**
The eating area includes the tabletops and floors around them. Eating areas should be cleaned of food crumbs and spilled liquid soon after eating, at least within thirty minutes.
WHY? See answer #27.
- 47. Furniture moves easily for vacuuming.**
WHY? Crumbs may collect under furniture. If you have a roach or flea infestation, vacuuming thoroughly is important.
- 48. Area free of clutter (e.g., cardboard boxes, paper products, toys).**
WHY? Cockroaches and mice can hide in cluttered spaces. Roaches feed on cardboard and glue. Store playthings (e.g., puzzles, blocks, dress-up clothes) in sturdy plastic boxes with lids.
- 49. Play things are stored on shelves or in containers with tight-fitting lids.**
WHY? See answer #48.
- 50. Furniture, flat surfaces, and floors are free of dust.**
WHY? Dust mites trigger asthma and allergies. Harmful toxins such as pesticides, lead, and flame retardants collect in dust.
- 51. Walls and baseboards have no holes, gaps, or cracks.**
WHY? See answer #6.
- 52. Walls, windows, and ceilings are dry without mold or water damage.**
WHY? These can be areas where mold grows and pooled water can attract pests.
- 53. Food items used for arts/crafts in are in containers with tight-fitting lids.**
WHY? See answer #29.
- 54. Fresh air is provided by windows or a ventilation system.**
WHY? Air circulation can decrease mold growth and improve indoor air quality.

Common Space, Play Area, Eating Area (continued)

55. Garbage containers have linings.

WHY? See answer #21.

56. Garbage containers have lids.

WHY? Indoor garbage without a lid can attract pests and can pose a health and safety risk to children.

57. Faucets and pipes do not drip or leak.

WHY? See answer #10.

58. Bait stations and traps are out of children's reach.

WHY? See answer #25.

Storage Area

59. Clean, organized, and free of clutter.

WHY? See answer #48.

60. Buckets are rinsed and mops are hung up to dry.

WHY? Keeping mops and buckets dry prevents mold and mildew growth.

61. Dry and free of standing water and moisture.

WHY? See answer #19.

62. Cracks and crevices around cabinets sealed or filled.

WHY? See answer #6.

63. Items are stored in plastic containers with lids whenever possible.

WHY? See answer #48.

64. Cardboard boxes are not used for storage.

WHY? See answer #48.

Staff Area

65. Area free of clutter (e.g. cardboard boxes or paper products).

WHY? See answer #48.

66. Area free of beverage containers, crumbs, or debris.

WHY? See answer #27.

67. Food is stored in containers with tight-fitting lids.

WHY? See answer #29.

68. Cracks, crevices around cabinets sealed or filled.

WHY? See answer #6.

69. Garbage containers have linings.

WHY? See answer #21.

INTEGRATED PEST MANAGEMENT (IPM) ACTION PLAN WORKSHEET

Instructions for completing the table

1. Write out the number and item marked NO on the IPM Checklist.
2. List the action steps you can take to change the item from NO to YES. If an item cannot be changed, you can note that here. Keep in mind barriers to change such as cost, time, personnel, etc.
3. Set a target date for each item you can change in the next 6 months. Prioritize items that are the easiest and least expensive to change by setting short-term target dates.

ITEM #	IPM CHECKLIST ITEM TEXT	ACTION STEPS	TARGET DATE
Outdoor Areas			
Indoor Areas			