

# IPM Priorities Checklist for the \_\_\_\_\_ School



Date Generated: \_\_\_\_\_ By: [insert name & title] \_\_\_\_\_

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
<b>INDOORS</b>		
<b>Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)</b>		
<input type="checkbox"/> close doors which are propped or left open; advise staff		
<input type="checkbox"/> install weather-stripping and door sweeps		
<input type="checkbox"/> caulk and seal wall cracks and crevices		
<input type="checkbox"/> install screens in doors and windows and keep them in good repair		
<input type="checkbox"/> keep shrubs, grass, and mulches at least one foot away from buildings		
<input type="checkbox"/> eliminate food waste and debris from loading docks		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<b>Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)</b>		
<input type="checkbox"/> allow food and beverages in designated areas only (see below)		
<input type="checkbox"/> prohibit the extended storage of food in desks and lockers		
<input type="checkbox"/> regularly clean lockers and desks		
<input type="checkbox"/> lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
<input type="checkbox"/> store craft supplies and pet food in tightly sealed containers		
<input type="checkbox"/> inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		
<input type="checkbox"/> keep areas as dry as possible by fixing dripping faucets and leaks, and removing standing water and water-damaged or wet materials.		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		

**Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)**

<input type="checkbox"/> secure dumpsters with heavy, tight-fitting lids		
<input type="checkbox"/> clean the outsides of dumpsters regularly; check and clean up spills		
<input type="checkbox"/> dispose of food wastes securely in tightly secured plastic bags		
<input type="checkbox"/> clean in, under, and around recycling bins routinely		
<input type="checkbox"/> remove recyclables to outside disposal frequently		
<input type="checkbox"/> all waste receptacles are lined with plastic bags		
<input type="checkbox"/> garbage cans are emptied daily		
<input type="checkbox"/> stored waste is collected and moved off site at least [insert: once/twice] weekly		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		

**Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)**

<input type="checkbox"/> store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests		
<input type="checkbox"/> remove food waste daily		
<input type="checkbox"/> screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
<input type="checkbox"/> keep area clean and dry by sweeping and mopping		
<input type="checkbox"/> keep area clean by quickly disposing of food waste		
<input type="checkbox"/> keep clean work areas with coffee machines, and microwave and toaster ovens		
<input type="checkbox"/> keep area clean by removing clutter		
<input type="checkbox"/> keep area clean and dry by fixing leaky pipes and faucets		
<input type="checkbox"/> clean grease traps regularly		
<input type="checkbox"/> remove grease accumulation from all vents/oven/stove surfaces		
<input type="checkbox"/> caulk cracks and crevices		
<input type="checkbox"/> clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly		
<input type="checkbox"/> floors are cleaned and/or vacuumed daily where food/drink is served.		
<input type="checkbox"/> trash and garbage is removed from building premises daily in areas where food/drink is served.		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		

<b>Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)</b>		
<input type="checkbox"/> repair leaks and other plumbing problems immediately to deny pests access to water		
<input type="checkbox"/> avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
<input type="checkbox"/> clean floor drains routinely		
<input type="checkbox"/> clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
<input type="checkbox"/> seal pipe chases		
<input type="checkbox"/> eliminate piles of clutter		
<input type="checkbox"/> remove trash regularly		
<input type="checkbox"/> traps:		
<input type="checkbox"/> monitors:		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<input type="checkbox"/>		

<b>OUTDOORS</b>		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
<b>Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters</b>		
<input type="checkbox"/> Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
<input type="checkbox"/> Secure lids on trash containers.		
<input type="checkbox"/> Repair cracks in pavement and side walks.		
<input type="checkbox"/> Provide adequate drainage away from the structure and on the grounds.		
<input type="checkbox"/> Low impact pesticide application:		
<input type="checkbox"/> Non low impact pesticide application:		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<b>Turf (lawns, athletic fields, and playgrounds.)</b>		
<input type="checkbox"/> Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
<input type="checkbox"/> Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
<input type="checkbox"/> Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
<input type="checkbox"/> Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.		

<input type="checkbox"/> Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
<input type="checkbox"/> Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
<input type="checkbox"/> Have soil tested to determine pH and fertilizer requirements.		
<input type="checkbox"/> Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.		
<input type="checkbox"/> Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
<input type="checkbox"/> Seed over existing turf in fall or early spring.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		
<input type="checkbox"/>		
<b>Ornamental Shrubs and Trees</b>		
<input type="checkbox"/> Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see ‘commercial clients’ phone listings @ <a href="http://www.rce.rutgers.edu/mastergardeners/helplines.asp">http://www.rce.rutgers.edu/mastergardeners/helplines.asp</a> ) for your County.		
<input type="checkbox"/> Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
<input type="checkbox"/> Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		
<input type="checkbox"/> If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
<input type="checkbox"/> Prune branches for growth and structure, and to prevent access by pests to structures.		
<input type="checkbox"/> Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
<input type="checkbox"/> Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
<input type="checkbox"/> Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
<input type="checkbox"/> Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
<input type="checkbox"/> Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
<input type="checkbox"/> low impact pesticide application (only if /where necessary):		
<input type="checkbox"/> non low impact pesticide application (only if/where necessary):		