

School IPM Inspection Form

1. School name & address: _____

2. Inspection form completed by: _____

3. School site details (names, phone numbers, email addresses)

- Age of school: _____
- Area under roof (ft²): _____
- Number of students: _____
- Principal: _____
- Perceived pests (prior to inspection): _____
- Observed pests (during inspection): _____

GRADED IPM INSPECTION

When conducting an IPM inspection, it may be best to wait until the specific area is not being used (no students, regular staff present). A custodian/maintenance/ administrative staff member should accompany to provide access to each of the areas. The pest management professional should also be present to provide a history of pests and pest management efforts. Visit all of the areas below and give a numerical grade for each item:

**1=Unsatisfactory; 2= Often meets requirements but needs improvement;
3= Meets requirements; 4 = Exceeds requirements**

EXTERIOR

Exterior Garbage Areas

In your score, please consider the following features

Grade

1=Unsatisfactory; 4= Often exceeds

Dumpsters sealed properly or with tightly fitting lids	
Dumpsters located adequate distance from doors	
Dumpsters on pest-proof pavement	
Area around dumpsters free from spillage	
Outdoor trash receptacles pest-resistant (self-closing, solid sides)	
Total	

Notes:

Pests sighted:

Evidence of pests:

Exterior Landscaping

Grade

In your score, please consider the following features

1=Unsatisfactory; 4= Often exceeds

Adequate visibility between plantings and building (minimum of 18 inches)	
Building free from direct contact with trees	
Building free from direct contact with shrubs/vines/herbaceous plants	
Building free from limbs overhanging roof	
Total	

Notes:

Pests sighted:

Evidence of pests:

EXTERIOR (continued)

Exterior Building Features

Grade

In your score, please consider the following features

1=Unsatisfactory; 4= Often exceeds

[Note: doors & windows will be reviewed twice - look for outside evidence here]

Entrance doors seal tightly (weather strips/door sweeps in place)	
Windows are properly screened	
Vents are screened or filtered	
Walls and roof lines are free of cracks, large openings	
Air ventilation intakes screens, unobstructed	
Water drainage around foundation appears adequate	
Awnings, breezeways, lights, and other overhang structures free from bird nests	
Soil line below building siding/foundation (no conducive conditions for termites)	
Utility lines (gas, electric, HVAC, plumbing) penetrations properly sealed	
Gutters free of debris	
Total	

Notes:

Pests sighted:

Evidence of pests:

INTERIOR KITCHEN AND FOOD AREAS

Food Preparation Area: Ceiling, Walls, Floor

Grade

In your score, please consider the following features

1=Unsatisfactory; 4= Often exceeds

Ceiling tiles intact (no openings, missing tiles)	
Ceiling tiles and walls unstained (no signs of roof leaks)	
Interior walls free from cracks, crevices	
Utility lines (electrical, plumbing, etc.) penetrations properly sealed	
Bulletin boards, mirrors, electrical boxes, and other wall features properly sealed	
Floors are clean/free of spillage especially in corners and hard-to-access areas	
Floor and sink drains are clean/free of debris and traps kept full of water	
Interior food prep doors seal tightly; no daylight shows around edges	
Dock/receiving door seals tightly; no daylight shows around edges	
Dock/receiving door not propped open	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

INTERIOR KITCHEN AND FOOD AREAS (continued)

Food Preparation Area: Appliances, Equipment, Furniture

Grade

In your score, please consider the following features

1=Unsatisfactory; 4= Often exceeds

Surfaces clean, free of grease deposits	
Appliances and fixtures are of pest-resistant design (open shelving, stainless steel)	
Other kitchen furniture are of pest-resistant design (tubes sealed, no upholstery)	
Vending machines clean inside, outside, and on floor beneath	
Area free of cardboard, including storage shelves	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Evidence of pest monitoring throughout food prep areas	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

Food Serving Line*In your score, please consider the following features***Grade***1=Unsatisfactory; 4= Often exceeds*

Ceiling tiles intact (no openings, missing tiles)	
Ceiling tiles and walls unstained (no signs of roof leaks)	
Interior walls free from cracks, crevices	
Utility lines (electrical, plumbing, etc.) penetrations properly sealed	
Bulletin boards, mirrors, electrical boxes, and other wall features properly sealed	
Floors are clean/free of spillage especially in corners and hard-to-access areas	
Floor and sink drains are clean/free of debris and traps kept full of water	
Serving surfaces clean/free of spillage and grease deposits	
Evidence of pest monitoring	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

INTERIOR KITCHEN AND FOOD AREAS (continued)**Dishwashing Area***In your score, please consider the following features***Grade***1=Unsatisfactory; 4= Often exceeds*

Ceiling tiles intact (no openings, missing tiles)	
Ceiling tiles and walls unstained (no signs of roof leaks)	
Interior walls free from cracks, crevices	
Utility lines (electrical, plumbing, etc.) penetrations properly sealed	
Bulletin boards, mirrors, electrical boxes, and other wall features properly sealed	
Floors are clean/free of food and without water puddling, especially under dishwashing appliances	
Surfaces are clean/free of greasy residues	
Faucets and fixtures are free of water leaks	
Evidence of pest monitoring	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

Cafeteria Area**Grade***In your score, please consider the following features**1=Unsatisfactory; 4= Often exceeds***[If campus is also used as an auditorium, check under/behind stage]**

Surfaces are clean/ free of food and grease residues	
Serving fixtures are of pest-resistant design (tubes sealed, all areas can be cleaned)	
Cafeteria furniture is pest-resistant design (tubes sealed, all areas can be cleaned)	
Vending machines are clean inside, outside, and on floor beneath	
Ceiling tiles intact (no openings or missing tiles)	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Wet mops and buckets properly dried and stored in custodial closet	
Dry mops/brooms vacuumed and properly stored in custodial closet	
Total	

Notes:

Pests sighted:

Evidence of pests:

INTERIOR GENERAL**Teacher Lounge****Grade***In your score, please consider the following features**1=Unsatisfactory; 4= Often exceeds***[Note: if facility has more than one staff lounge, lump all together]**

Area cleaned daily	
Refrigerators, microwaves, and other food equipment cleaned monthly	
Food storage areas cleaned quarterly	
Food items kept in storage containers, free from pests	
Bulletin boards, mirrors, electrical boxes, and other wall features properly sealed	
Restroom fixtures free from water leaks; cleaned daily	
Floor and sink drains are clean, traps kept full of water	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Evidence of pest monitoring	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

Regular Teaching Classroom*In your score, please consider the following features***Grade***1=Unsatisfactory; 4= Often exceeds*

Interior vestibular doors seal properly	
Interior walls (forming portion of building exterior) free from cracks, crevices	
Ceiling plenums free of pest activity	
Ceiling tiles intact (no openings or missing tiles)	
Classrooms free from clutter	
Classrooms free from food (if present, kept in pest-resistant containers)	
Refrigerator, microwave, coffee pot, etc. free of food debris attractive to pests	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Storage closets cleaned/organized at least yearly	
Restroom fixtures free from water leaks; cleaned daily	
Pet cages cleaned weekly	
Area around pet cages kept clean, organized	
Pet food items kept in storage containers free from pests	
Total	

Notes:

Pests sighted:

Evidence of pests:

Special Teaching Classroom (FACS, Special Ed)*In your score, please consider the following features***Grade***1=Unsatisfactory; 4= Often exceeds*

Interior vestibular doors seal properly	
Interior walls (forming portion of building exterior) free from cracks, crevices	
Ceiling plenums free of pest activity	
Ceiling tiles intact (no openings or missing tiles)	
Classrooms free from clutter	
Food stored in pest-resistant containers	
Refrigerators, microwaves, ovens, etc. free of food debris attractive to pests	
Storage closets cleaned/organized at least biannually	
Sink drains are clean, traps kept full of water	
Utility lines (electrical, plumbing, etc.) penetrations properly sealed	
Bulletin boards, mirrors, electrical boxes, and other wall features properly sealed	
Floors are clean/free of spillage especially in corners	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

Common Restrooms (Adjacent Boy and Girl)**Grade***In your score, please consider the following features**1=Unsatisfactory; 4= Often exceeds*

Drains are clean/ free of debris and traps are full of water	
Interior walls (forming portion of building exterior) free from cracks, crevices	
Ceiling plenums free of pest activity	
Ceiling tiles intact (no openings or missing tiles)	
Utility lines (electrical, plumbing, etc.) penetrations properly sealed	
Mirrors, lavatories, and stools properly sealed	
Restroom fixtures free from water leaks	
Restrooms cleaned daily	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Total	

Notes:

Pests sighted:

Evidence of pests:

Main Custodial / Maintenance Area**Grade***In your score, please consider the following features**1=Unsatisfactory; 4= Often exceeds*

Receiving door seals tightly; no daylight shows around edges	
Receiving door not propped open	
Interior walls (forming portion of building exterior) free from cracks, crevices	
Ceiling plenums free of pest activity	
Ceiling tiles intact (no openings or missing tiles)	
Custodial area free from clutter	
Closets, desks, lockers free from food (if present, kept in pest-resistant containers)	
Refrigerator, microwave, coffee pot, etc. free of food debris attractive to pests	
Trash cans are clean and lined with plastic trash bags; emptied daily	
Area cleaned/organized at least biannually	
Floor free from standing water	
Chemicals (cleaners, disinfectants, etc.) stored in locked cabinet/closet	
Wet mops and buckets dried and stored properly	
Dry mops/brooms vacuumed and stored properly	
Total	

Notes:

Pests sighted:

Evidence of pests:

Monitoring trap placement and results:

SUMMARY (Record area values in tables below)

EXTERIOR

Garbage	
Landscaping	
Building Features	
Total 1	

INTERIOR KITCHEN & FOOD AREAS

Food Prep: Ceiling, Walls, Floors	
Food Prep: Appliances, Equipment, Furniture	
Food Serving Line	
Dishwashing Area	
Cafeteria Area	
Total 2	

INTERIOR GENERAL

Teacher Lounge	
Regular Teaching Classroom	
Special Teaching Classroom	
Common Restrooms	
Main Custodial/Maintenance Area	
Locker Rooms	
Total 3	

CAMPUS TOTAL (#1 + #2 + #3) = _____

CAMPUS TOTAL / 508 x 100 = _____ %

Excellent = 90- 100%

Above Average = 80-89%

Average = 70-79%

Unsatisfactory = 69% or below