

PEST MANAGEMENT REACTIVATION CHECKLIST



Whether your operations have been partially or fully shut down, or you've been operating normally but without the support of your vendor partners, there are a few actions you can take to help restore your pest management program to full capacity. Use this checklist to spot-check key areas of your building.

	TASK	FURTHER ACTION NEEDED, IF ANY	ASSIGNED TO	COMPLETED
EXTERIOR 	Note any areas of overgrown trees or shrubbery touching the building. Look for any large cracks or gaps in the building's façade.			<input type="checkbox"/>
PLUMBING 	Spot-check plumbing and make sure no leaks have occurred. Assess the roof to make sure air conditioning units are not leaking or delivering excess condensation.			<input type="checkbox"/>
DRAINS 	Check for any signs of pest activity surrounding drains. P-traps in floor drains may have dried out during the shutdown. Pour at least a quart of water down floor drains to refill p-traps.			<input type="checkbox"/>
TRASH RECEPTACLES 	Inspect all trash cans to ensure they were emptied. If not, bag and seal the contents and remove. Arrange for trash pickup if previously put on hold or if garbage has accumulated.			<input type="checkbox"/>
KITCHEN/BREAK AREAS 	Moving slowly, scan with lights off using a flashlight to look for any cockroach activity.			<input type="checkbox"/>
OFFICE SPACES/LOCKERS 	Ask employees or tenants to look through desks, lockers and other personal drawers for food left behind and any evidence of pests or pest damage.			<input type="checkbox"/>